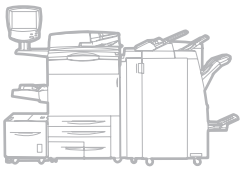
Xerox WorkCentre
7755 / 7765 / 7775
Multifunction Printer



Xerox® WorkCentre®
7755 / 7765 / 7775
User Guide
Guide d'utilisation

Italiano	Guida per l'utente
Deutsch	Benutzerhandbuch
Español	Guía del usuario
Português	Guia do usuário
Nederlands	Gebruikershandleiding
Svenska	Användarhandbok
Dansk	Betjeningsvejledning
Norsk	Brukerhåndbok
Suomi	Käyttöopas
Čeština	Uživatelská příručka
Polski	Przewodnik użytkownika
Magyar	Felhasználói útmutató
Русский	Руководство пользователя
Türkçe	Kullanıcı Kılavuzu
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Index

1 Safety

This chapter includes:

- Electrical Safety on page 12
- Operational Safety on page 14
- Maintenance Safety on page 15
- Printer Symbols on page 16

Your printer and the recommended supplies have been designed and tested to meet strict safety requirements. Attention to the following information ensures the continued safe operation of your printer.

Electrical Safety

Warning: Do not push objects (including paper clips or staples) into slots or openings on the printer. Making contact with a voltage point or shorting out a part could result in fire or electrical shock.

Warning: Do not remove the covers or guards that are fastened with screws unless you are installing optional equipment and are specifically instructed to do so. Power should be OFF when performing these installations. Disconnect the power cord when removing covers and guards for installing optional equipment. Except for user-installable options, there are no parts that you can maintain or service behind these covers.

The following are hazards to your safety:

- The power cord is damaged or frayed.
- Liquid is spilled into the printer.
- The printer is exposed to water.

If any of these conditions occur, do the following:

1. Turn off the printer immediately.
2. Disconnect the power cord from the electrical outlet.
3. Call an authorized service representative.

Laser Safety

This printer complies with laser printer performance standards set by governmental, national, and international agencies and is certified as a Class 1 Laser Product. The printer does not emit hazardous light because the beam is totally enclosed during all modes of customer operation and maintenance.

Warning: Use of controls, adjustments, or performance of procedures other than those specified in this manual can result in hazardous radiation exposure.

Power Cord

- Use the power cord supplied with your printer.
- Plug the power cord directly into a properly grounded electrical outlet. Make sure each end of the cord is securely connected. If you do not know if an outlet is grounded, ask an electrician to check the outlet.
- Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.

  Warning: Avoid the potential of electrical shock by ensuring that the printer is properly grounded. Electrical products may be hazardous if misused.
- Do not use an extension cord or power strip.
- Verify that the printer is plugged into an outlet that is capable of providing the correct voltage and power. Review the printer's electrical specification with an electrician if necessary.
- Do not place the printer in an area where people might step on the power cord.
- Do not place objects on the power cord.

The power cord is attached to the printer as a plug-in device on the back of the printer. If it is necessary to disconnect all electrical power from the printer, disconnect the power cord from the electrical outlet.

Telephone Line Cord

Caution: To reduce the risk of fire, use only No. 26 American Wire Gauge (AWG) or larger telecommunication line cord.

Operational Safety

Your printer and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Your attention to the following safety guidelines helps to ensure the continued, safe operation of your printer.

Printer Location

- Do not block or cover the slots or openings on the printer. These openings are provided for ventilation and to prevent overheating of the printer.
- Place the printer in an area where there is adequate space for operation and servicing.
- Place the printer in a dust-free area.
- Do not store or operate the printer in an extremely hot, cold, or humid environment For optimum performance environmental specifications, see Environmental Specifications on page 235
- Place the printer on a level, solid non-vibrating surface with adequate strength to hold the weight of the printer. The base printer weight without any packaging materials is approximately 275 kg (604 lb.).
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight to avoid exposure to light-sensitive components.
- Do not place the printer where it is directly exposed to the cold air flow from an air conditioning unit.

Operational Guidelines

- Do not remove the paper source tray that you selected in either the printer driver or control panel.
- Do not open the doors when the printer is printing.
- Do not move the printer when it is printing.
- Keep hands, hair, neckties, etc., away from the exit and feed roller.

Printer Supplies

- Use the supplies specifically designed for your printer. The use of unsuitable materials may cause poor performance and a possible safety hazard.
- Follow all warnings and instructions marked on, or supplied with, the printer, options, and supplies.

  Caution: Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreements, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Maintenance Safety

- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your printer.
- Do not use aerosol cleaners. Clean with a dry lint-free cloth only.
- Do not burn any consumables or routine maintenance items. For information on Xerox supplies recycling programs, go to www.xerox.com/gwa.

Printer Symbols

Symbol	Description
	Warning or Caution: Ignoring this warning could cause serious injury or even death. Ignoring this caution could cause injury or damage to the property.
	Hot surface on or in the printer. Use caution to avoid personal injury.
	Do not touch components with this symbol as personal injury could result.
	Warning: Moving parts. Use caution to avoid personal injury.

2 Features

This chapter includes:

- Before Using the Printer on page 18
- Parts of the Printer on page 19
- Printer Configurations on page 22
- Control Panel on page 24
- More Information on page 29

Before Using the Printer

Xerox Welcome Center

If you need assistance during or after product installation, visit the Xerox website for online solutions and support.

www.xerox.com/office/worldcontacts

If you require further assistance, contact our experts at the Xerox Welcome Center. A local representative telephone number may have been provided when the product was installed. For convenience and future reference, please record the telephone number in the space below.

Welcome Center or local representative telephone number:

#_____

Xerox US Welcome Center: 1-800-821-2797

Xerox Canada Welcome Center: 1-800-93-XEROX (1-800-939-3769)

If you need any additional help using your printer:

1. Refer to this User Guide.
2. Contact the Key Operator.
3. Visit our Customer Web Site at www.xerox.com/office/WC7755_WC7765_WC7775support or contact the Xerox Welcome Center.

Please have your printer's serial number when contacting Xerox.

The Welcome Center will want to know the following information: The nature of the problem, the serial number of the printer, the fault code (if any), as well as the name and location of your company. Follow the steps below to look up the serial number of the printer.

1. On the printer's control panel, press Machine Status.
2. The Machine Information tab displays by default. The serial number is displayed on the left side of the printer touch screen.

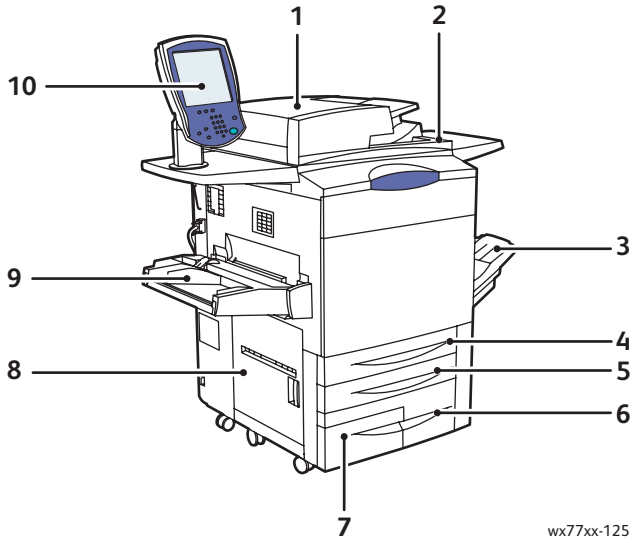
   Note: The serial number is also found on the printer frame. Open the door underneath the Bypass Tray. The serial number is located on the right side of the printer frame.

Parts of the Printer

This section includes:

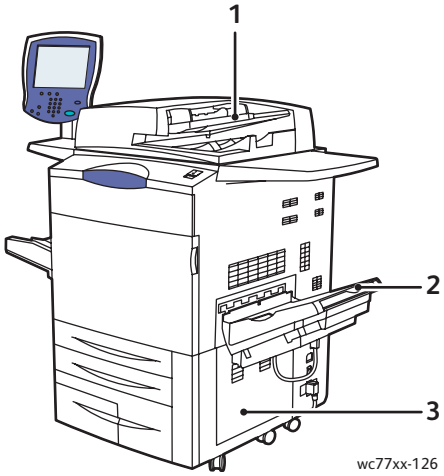
- Front-Left View on page 19
- Rear-Left View on page 20
- Internal Components on page 21

Front-Left View



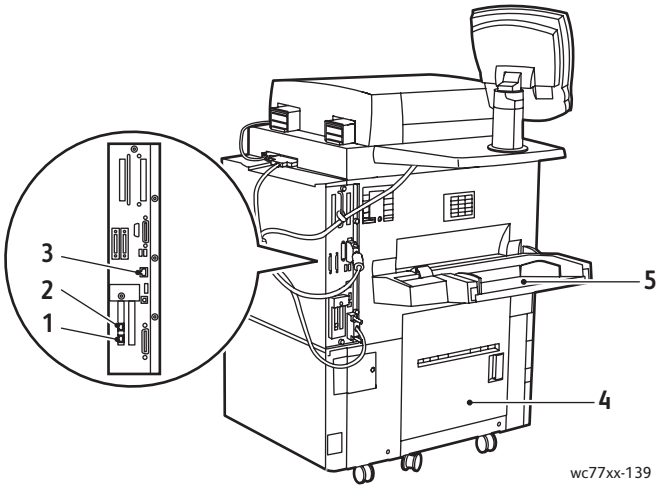
1. Document Feeder
2. Power Switch
3. Output Tray
4. Tray 1
5. Tray 2
6. Tray 3
7. Tray 4
8. Left Side Door
9. Tray 5 (Bypass Tray)
10. Control Panel with Touch Screen

Front-Right View



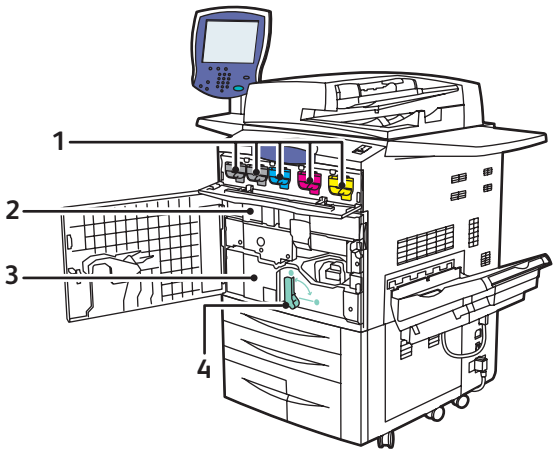
1. Document Feeder Tray
2. Output Tray
3. Bottom Right Cover

Rear-Left View



1. Fax Line 1
2. Fax Line 2
3. Ethernet Connection
4. Bottom Left Cover
5. Tray 5 (Bypass Tray)

Internal Components



wc77xx-127

1. Toner Cartridges
2. Drum Cartridges (behind cover)
3. Transfer Module
4. Handle 2 (Transfer Module Release Handle)

Printer Configurations

- Standard Features on page 22
- Available Configurations on page 22
- Printer Options on page 23

Standard Features

The printer has many features to meet your print needs:

- Copy and print capabilities
- Maximum print speed of 75 pages per minute for black and white printing and 50 pages per minute for color printing (on letter-size plain paper)
- 2400 x 2400 dpi
- Automatic 2-sided printing
- Color touch screen display on control panel
- Duplex Automatic Document Feeder (DADF) that holds up to 250 sheets
- Tray 1 and Tray 2 that each hold up to 500 sheets each; Size: Standard selectable sizes up to 11 x 17 in. / A3
- Tray 3 that holds 870 sheets; Size: 8.5 x 11 in. / A4
- Tray 4 that holds up to 1,140 sheets; Size: 8.5 x 11 in. / A4
- Tray 5 (Bypass Tray) that holds up to 250 sheets; Size: Custom sizes up to 13 x 19 in. / SRA3
- 1GB RAM memory
- Hard drive that provides feature support for special job types and additional forms and macros
- PostScript and PCL fonts
- Ethernet 10/100/1000Base-TX connection

Available Configurations

The printer is available in three configurations

Model	Print Speed in PPM (1-Sided and 2-Sided)
WorkCentre 7755	55 monochrome/40 color
WorkCentre 7765	65 monochrome/50 color
WorkCentre 7775	75 monochrome/50 color

Printer Options

The following options are available for the printer:

- Fax
- Scan to Email
- High Capacity Feeder with 8.5 x 11 in./A4 support
- Offset Catch Tray
- Advanced Finisher
- Professional Finisher with Booklet Maker
- Light Production Finisher with optional C- and Z-folding
- Convenience Stapler
- Foreign Device Interface
- Xerox Copier Assistant
- Xerox Secure Access Unified ID System
- Network Accounting
- SmartSend
- Unicode Print
- Common Access Card Authentication (CAC)

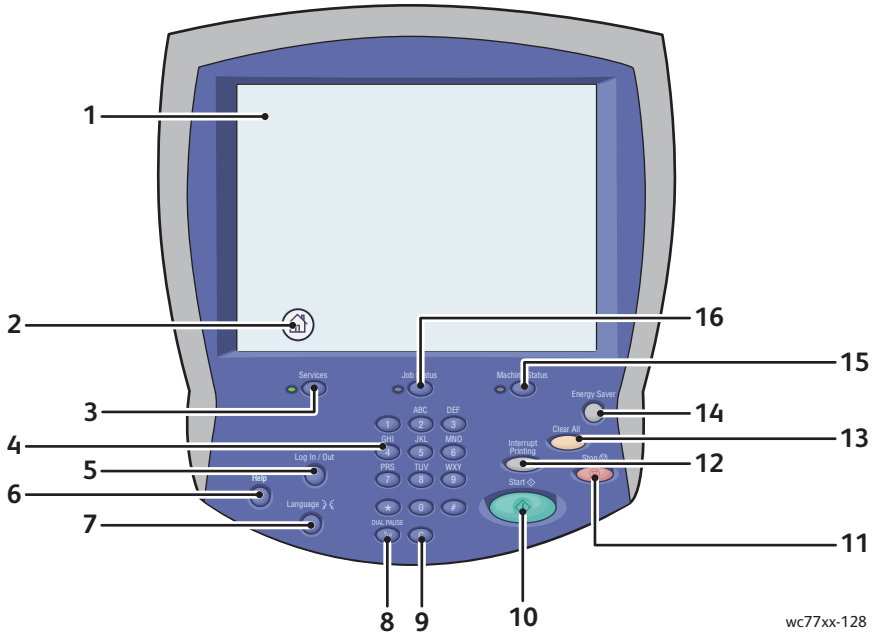
For more information on options, go to www.xerox.com/office/WC7755_WC7765_WC7775supplies.

Control Panel

This section includes:

- Control Panel Layout on page 25
- Information Pages on page 26

Control Panel Layout



	Item	Description
1	Touch Screen	Displays information and provides access to printer functions.
2	Services Home	Press to access the features, such as copy, scan, and fax, on the touch screen.
3	Services	Press to access the options for the selected feature, such as copy, scan, and fax, on the touch screen.
4	Alphanumeric Keys	Enter alphanumeric information.
5	Log In/Out	To access password protected features, press Log In/Out, then enter the user name and password using the touch screen. Press again to log out.
6	Help	Press to view a help message about the current selection on the touch screen.
7	Language	Press to change the touch screen language and keyboard settings.
8	Dial Pause	Inserts a pause in a fax number.
9	C	Deletes numeric values or the last digit entered.
10	Start	Press to start a copy, scan, or fax job.
11	Stop	Press to pause a print, copy, scan, or fax job. On the touch screen, touch Resume to continue or Delete to cancel the job.
12	Interrupt Printing	Press to interrupt printing. Press again to resume printing.
13	Clear All	Press twice to clear current job settings. Touch Confirm on the touch screen to reset all job settings to default.

	Item	Description
14	Energy Saver Button	When printer is in low power mode, press to enter normal mode. Press while the printer is in normal mode to enter low power mode.
15	Machine Status	Press to view supplies status, printer information, etc., on the touch screen.
16	Job Status	Press to view the list of active and completed jobs on the touch screen.

Information Pages

Your printer has a printable set of information pages stored on its internal hard drive. The information pages provide configuration and font information.

To print an information page:

1. On the control panel, press the **Machine Status** button.
2. Touch **Information Pages**, then touch the desired information page.
3. Touch **Print**.

Note: Information pages can also be printed from CentreWare Internet Services (CentreWare IS).

Configuration Report

An information page called the Configuration Report lists information about the current configuration of your printer, and is useful for network analysis and general troubleshooting.

Billing Meters

The billing meters screen displays printer usage and billing information.

1. On the printer's control panel, press the **Machine Status** button.
2. Touch the **Billing Information** tab.
   The Billing Meters are displayed on the left of the screen.
3. For more detailed information, touch **Usage Counters**.

Accounting

Accounting is used to track billing and control access to copying, scanning, faxing and printing for each user. When Accounting is enabled, each user is required to press the Log In/Out button and enter their User ID information in order to use the printer. The system administrator must create user accounts and then enable Accounting.

For details, see the *System Administrator Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs.

More Information

The following links provide more information about your printer and its capabilities.

Information	Source
Quick Use Guide	Packaged with printer
User Guide (PDF)	*Software and Documentation CD* www.xerox.com/office/WC7755_WC7765_WC7775docs
System Administrator Guide	www.xerox.com/office/WC7755_WC7765_WC7775docs
Recommended Media List	www.xerox.com/paper (United States) www.xerox.com/europaper (Europe)
Printer Management Tools	www.xerox.com/office/WC7755_WC7765_WC7775drivers
Online Support Assistant	www.xerox.com/office/WC7755_WC7765_WC7775support
Technical Support	www.xerox.com/office/WC7755_WC7765_WC7775support
Information about touch screen messages	Control panel **Help** button
Information pages	Print from the printer's touch screen

3 Installation and Setup

This chapter includes:

- Installation and Setup Overview on page 32
- Physical Connection on page 32
- Installing the Software on page 33
- Using CentreWare Internet Services on page 38

See also:

Online Support Assistant at www.xerox.com/office/WC7755_WC7765_WC7775support.

System Administrator Guide at www.xerox.com/office/WC7755_WC7765_WC7775docs for details on initial setup and configuration, setting up faxing and scanning, UNIX drivers, and more.

Installation and Setup Overview

Before you can use your printer, you must:

1. Make sure the printer is connected correctly and turned on.
2. Install software drivers and utilities.
3. Configure the software.

Physical Connection

You can connect to your printer over a network. Connect to a functioning and dedicated fax telephone line for the optional fax. Communication cables are not included with your printer and must be purchased separately.

Ethernet Network

To physically connect your printer to the network:

1. Connect the power cable to the printer, and plug it into an electrical outlet.
2. Connect one end of a Category 5, or better, Ethernet cable to the Ethernet port in the back of the printer. Connect the other end of the cable to your network port.
3. If your printer has fax installed, connect to a functioning telephone line using a standard RJ11 cable.
4. Turn the printer on.

Fax Connection

Use a standard RJ11 cable, No. 26 American Wire Gauge (AWG) or larger, to connect your printer to the telephone line.

Initial Printer Setup

Initial settings must be completed before the printer software can be installed. If the printer has not been previously powered up and configured, see the *System Administrator Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs.

Installing the Software

This section includes:

- Operating System Requirements on page 33
- Installing Drivers and Utilities for Windows on page 33
- Installing the Drivers and Utilities for Macintosh on page 34
- UNIX and Linux Drivers on page 37

Operating System Requirements

- PC: Windows 2000, XP, Vista, Windows Server 2003 or newer.
- Macintosh: OS X, version 10.3 or newer.
- UNIX and Linux: see www.xerox.com/office/WC7755_WC7765_WC7775drivers

Installing Drivers and Utilities for Windows

To access all features of the printer, you must:

- Install the Xerox print driver.
- Install the Xerox scan driver.

Installing a Network Printer

Before installing drivers, ensure that the printer is plugged in, turned on, connected to an active network and has a valid IP address.

To install the driver:

1. Insert the *Software and Documentation CD* into your computer's CD drive.
2. The installer starts automatically unless you have autorun disabled on your computer.

   Note: If the installer does not start, navigate to the drive and double-click **Setup.exe**. If the *Software and Documentation CD* is not available, download the latest driver from www.xerox.com/office/WC7755_WC7765_WC7775drivers.
3. To change the language, click **Language**, select your language from the list, then click **OK.**
4. Click **Install Drivers**, then click **Install Print and Scan Drivers**.
5. Click **Agree** to accept the License Agreement.
6. Select your printer from the list of discovered printers, then click **Install**.
7. If your printer does not appear in the list of discovered printers:
   a. Click **IP Address or DNS Name** near the top of the window.
   b. Type the address or name of your printer, then click **Search**. If the IP address does not display, see Finding The Printer's IP Address on page 38.
   c. When the printer displays in the window, click **Next**.

8. Select the desired printer driver:
   - PostScript
   - PCL 5
   - PCL 6
9. Select the desired scan driver:
   - TWAIN
   - WIA
   - Enable Xerox Scan Utility
10. Click **Install**.
11. When the installation completes, click **Finish**.

Installing the Drivers and Utilities for Macintosh

To access all features of the printer, you must:

- Install the printer and scan drivers
- If required, add the printer

Before installing drivers, verify that the printer is plugged in, turned on, connected to an active network and has an IP address.

Printer and Scan Drivers

Note: The printer and scan drivers both install at the same time.

To install the printer and scan driver:

1. Insert the *Software and Documentation CD* into the CD drive.

   Note: If the *Software and Documentation CD* is not available, download the latest driver from **www.xerox.com/office/WC7755_WC7765_WC7775drivers**.
2. Open the Mac folder, then open Mac OS 10.3+Universal PS folder.
3. Open WorkCentre 7755_7765_7775 CD.dmg.
4. Open WorkCentre 7755_7765_7775 CD.
5. Click **Continue** three times.
6. Click **Agree** to accept the License Agreement.
7. Click the disk for installation, click **Continue**, then click **Install**.
8. Enter your password, then click **OK**.
9. If your printer does not appear in the list of discovered printers:
   a. Click the **Manually enter the printer's name or address** button at the top of the window.
   b. Type the address or name of the desired printer, then wait for the computer to find the printer. If the IP address of the printer is not known, see Finding The Printer's IP Address on page 38.
   c. Click **Continue**.
10. Click **OK** to accept the print queue message.
11. If desired, click the check boxes to **Set Printer as Default** and **Print a Test Page**.
12. Click **Continue**, then click **Close**.

13. From the Apple menu, open **System Preferences**, then open **Print & Fax**.
14. Click the **Printing** tab, click to select the printer in the list, then click **Printer Setup**.
15. Click **Installable Options**, then confirm the options installed on the printer are displayed.
16. If changes are made, click **Apply Changes**, close the window, then quit System Preferences.

The printer is now ready to use.

Adding the Printer for OS X Version 10.3

1. Open the **Applications** folder, then open the **Utilities** folder.
2. Open the **Printer Setup Utility**.
3. Click **Add**.
4. Confirm that the first drop-down menu is set to **Rendezvous** for a network connection.
5. Select the printer in the window.
6. Select **Xerox** from the **Printer Model** drop-down menu.
7. Select the appropriate printer model from the list.
8. Click the **Add** button.

   Note: If your printer was not detected by the network, check to make sure that the printer is on, and the Ethernet cable is connected properly.

   If you want to connect by specifying the printer's IP address:

1. Open the **Applications** folder, then open the **Utilities** folder.
2. Open the **Printer Setup Utility**.
3. Click **Add**.
4. Confirm that the first drop-down menu is set to IP Printing.
5. Select **LPD/LPR**, **IPP**, or **Socket/HP Jet Direct** from the Printer Type drop-down menu.
6. Enter the printer's IP address in the **Printer Address** field.
7. Select **Xerox** from the **Printer Model** drop-down menu.
8. Select the appropriate printer model from the list.
9. Click the **Add** button.

Adding the Printer for OS X Version 10.4

1. Open a Finder window, click the **Applications** folder, then click **System Preferences**.

   Note: If the System Preferences application is displayed in your dock, click the icon to open System Preferences.

2. Click **Print & Fax**, then click **Printing**.
3. Click the plus button under the list of detected printers.

4. Click **Default Browser** in the **Printer Browser** window.
5. Select your printer from the list, then click **Add**.

   Note: If your printer was not detected by the network, check to make sure that the printer is on and the Ethernet cable is connected properly.

   If you want to connect by specifying the printer's IP address:

1. Open **System Preferences** from the Applications folder.
2. Open **Print & Fax** and select the **Printing** tab.
3. Click the plus button under the list of detected printers.
4. Click **IP Printer** in the Printer Browser window.
5. Select **IPP**, **Line Printer Daemon – LPD**, or **HP Jet Direct – Socket** from the Protocol list.
6. Type the printer's IP address in the **Address** field.
7. Type a Name for the printer.
8. Type a location for the printer.
9. Select **Xerox** from the **Print Using** drop-down list.
10. Select your printer model from the list.
11. Click **Add**.

Adding the Printer for OS X Version 10.5

1. Open the **Applications** folder, then double-click **System Preferences**.
2. Click **Print & Fax**.
3. Click the plus button under the list of installed printers.
4. Type the IP address or host name of the printer you want to add.
5. Type a Queue name for your printer or leave it blank to use the default queue.
6. Select your printer from the list, then click **Add**.

   Note: If your printer was not detected by the network, check to make sure that the printer is on, and the Ethernet cable is connected properly.

   If you want to connect by specifying the printer's IP address:

1. From the Applications folder on the dock, click the **System Preferences** icon.
2. Click **Print & Fax**.
3. Click the plus button under the list of installed printers.
4. Click **IP Printer**.
5. Select **IPP**, **Line Printer Daemon – LPD**, or **HP Jet Direct – Socket** from the Protocol list.
6. Type the printer's IP address in the **Address** field.
7. Type a name for the printer.
8. Type a location for the printer.
9. Select a driver to use from the **Print Using** drop-down list.
10. Select your printer model from the list.
11. Click **Add**.

UNIX and Linux Drivers

Supported UNIX and Linux drivers are available at www.xerox.com/office/WC7755_WC7765_WC7775drivers.

For details see the *System Administrator Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs.

Other Drivers

The following drivers are also available for Windows only at: www.xerox.com/office/WC7755_WC7765_WC7775drivers.

- **Xerox Global Print Driver™** for PCL: Use to print to any PCL printer on your network, including those made by other manufacturers. It configures itself for your individual printer upon installation.
- **Xerox Mobile Express Driver™** for PCL: Use to print to any PCL printer on your network, including those made by other manufacturers. It configures itself for the printer you select every time you print. If you travel frequently to the same sites, you can save your favorite printers in that location and the driver will remember your settings.

Using CentreWare Internet Services

CentreWare Internet Services (CentreWare IS) provides access to the printer's embedded Web server. It enables you to easily manage, configure, and monitor your printer using a Web browser on a network computer. Use CentreWare IS to access printer status, configuration, security settings, and diagnostic functions. It also provides access to special printing functions such as printing saved jobs.

CentreWare IS enables you to:

- Check supplies status from your computer, saving a trip to the printer.
- Access job accounting records to allocate printing costs and plan supplies purchases.
- Retrieve scanned document files stored in the printer.
- Access online manuals and technical support information located on the Xerox website.

  Note: Some printer capabilities must be enabled using CentreWare IS. Unless your system administrator has unlocked the printer, you will need to log in as an administrator to access these settings.

CentreWare IS requires:

- A Web browser and a TCP/IP connection between the printer and the network (in Windows, Macintosh, or UNIX environments).
- JavaScript must be enabled in the Web browser. If JavaScript is disabled, a warning message appears and CentreWare IS may not function properly.
- TCP/IP and HTTP must be enabled in the printer.

For details see the *CentreWare IS Help* or the *System Administrator Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs.

Finding The Printer's IP Address

The printer's IP address is required to use CentreWare IS. If you do not know the IP Address, print the Configuration Report. The printer's IP address appears in the Common User Data section in the upper left of the page.

To print the Configuration Report:

1. An the printer's control panel, press the **Machine Status** button .
2. Touch the **Machine Information** tab, then touch **Information Pages**.
3. Touch **Configuration Report**, then touch **OK**.
4. After the report prints, touch **Close**.

Accessing CentreWare IS

1. At your computer, open a Web browser.
2. Type the IP address of your printer.
   The CentreWare IS Welcome page appears.

Printing

4

This chapter includes:

- Printing Overview on page 40
- Supported Media on page 41
- Loading Media on page 43
- Printing on Special Media on page 54
- Selecting Printing Options on page 58
- Printing on Both Sides of the Paper on page 63
- Selecting the Paper to Use on page 65
- Printing Multiple Pages to a Single Sheet (N-Up) on page 66
- Printing Booklets on page 67
- Using Color Corrections on page 70
- Printing in Black and White on page 74
- Printing Insert Pages on page 75
- Printing Cover Pages on page 76
- Printing Exception Pages on page 78
- Scaling on page 79
- Printing Watermarks on page 80
- Printing Mirror Images on page 82
- Creating and Saving Custom Sizes on page 83
- Job Completion Notification for Windows on page 84
- Printing Special Job Types on page 85

Printing Overview

1. Select appropriate media.
2. Load media in the tray, then specify the size, color, and type on the printer's control panel.
3. Access the print settings in your software application, CTRL+P for Windows, or CMD+P for Macintosh for most software applications.
4. Select your printer from the list.
5. Access the printer driver settings by selecting **Properties** or **Preferences** (Windows), **Xerox Features** for Macintosh. The title of the button may vary depending on your application.
6. Modify the printer driver settings as necessary, then click **OK**.
7. Select **Print** (in your application's print settings dialog) to send the job to the printer.

See also:

Loading Media on page 43
Selecting Printing Options on page 58
Printing on Both Sides of the Paper on page 63
Printing on Special Media on page 54

Supported Media

This section includes:

- Recommended Media on page 41
- General Media Loading Guidelines on page 41
- Media That Can Damage Your Printer on page 41
- Paper Storage Guidelines on page 42

Your printer is designed to be used with a variety of media types. Follow the guidelines in this section to ensure the best print quality and to avoid jams.

For best results, use Xerox printing media specified for your printer.

Recommended Media

A complete list of recommended media types is available:

- www.xerox.com/paper Recommended Media List (United States)
- www.xerox.com/europaper Recommended Media List (Europe)

Ordering Media

To order paper, transparencies, or other specialty media, contact your local reseller or go to: www.xerox.com/office/WC7755_WC7765_WC7775supplies.

Caution: Damage caused by using unsupported paper, transparencies, and other specialty media is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

General Media Loading Guidelines

Follow these guidelines when loading paper and media in the appropriate trays:

- Use only recommended Xerox transparencies; print quality may vary with other transparencies.
- Do not print on sheets of label stock that have labels removed.
- Use only paper envelopes. Print envelopes 1-sided only.
- Do not overload the paper trays.
- Adjust the paper guides to fit the paper size.
- Make sure the correct paper type is selected on the printer's touch screen after loading paper in a tray. Improper settings may degrade image quality.

Media That Can Damage Your Printer

Your printer is designed to use a variety of paper and media types for print jobs. However, some media can cause poor output quality, increased paper jams, or damage to your printer.

Do not use the following:

- Rough or porous media
- Inkjet paper
- Non-laser glossy or coated paper
- Paper that has been photocopied
- Paper that has been folded or wrinkled
- Paper with cutouts or perforations
- Stapled paper
- Envelopes with windows, metal clasps, side seams, or adhesives with release strips
- Padded envelopes
- Plastic media other than supported transparencies

Paper Storage Guidelines

Providing good storage conditions for your paper and other media contributes to optimum print quality.

- Store paper in dark, cool, relatively dry locations. Most paper is susceptible to damage from ultraviolet (UV) and visible light. UV radiation, which is emitted by the sun and fluorescent bulbs, is particularly damaging to paper.
- The intensity and length of exposure to visible light on paper should be reduced as much as possible.
- Maintain constant temperatures and relative humidity.
- Avoid storing paper in attics, kitchens, garages, or basements. These spaces are more likely to collect moisture.
- Store paper flat, either on pallets, cartons, shelves, or in cabinets.
- Avoid having food or drinks in the area where paper is stored or handled.
- Do not open sealed packages of paper until you are ready to load them into the printer. Leave stored paper in the original packaging. For most commercial-cut size grades, the ream wrapper contains an inner lining that protects the paper from moisture loss or gain.
- Some specialty media is packaged inside resealable plastic bags. Store the media inside the bag until you are ready to use it. Keep unused media in the bag and reseal it for protection.

Loading Media

This section includes:

- Loading Paper in Tray 1 or Tray 2 on page 43
- Loading Paper in Tray 3 or Tray 4 on page 45
- Loading Paper in Tray 5 (Bypass Tray) on page 47
- Loading Paper in Tray 6 (Optional High-Capacity Feeder) on page 50
- Loading Envelopes on page 51
- Loading Pre-Cut Tabs on page 52

Select the appropriate tray depending on the media you plan to use. Use Tray 5 (Bypass Tray) for printing C4 and C5 envelopes and tabs. For details, see Recommended Media on page 41.

Loading Paper in Tray 1 or Tray 2

Tray 1 and Tray 2 accept the following media types:

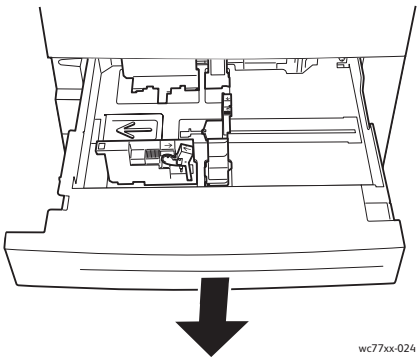
- Plain
- Punched
- Transparency
- Letterhead
- Heavyweight
- Extra heavyweight
- Extra heavyweight reloaded
- Recycled
- Bond
- Labels
- Heavyweight labels
- Pre-printed
- Gloss
- Heavyweight gloss
- Heavyweight gloss reloaded

Tray 1 and Tray 2 accept a maximum of approximately 560 sheets of 20 lb. (75 g/m^2) Bond paper from 5.5 x 8.5 in. to 11 x 17 in. (A5: 148 x 210 mm to A3: 297 x 420 mm).

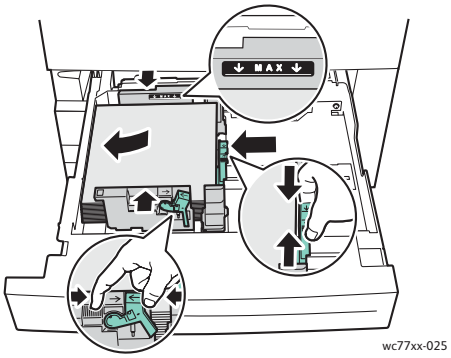
Tray 1 and Tray 2 accept paper weights from 17 lb. Bond to 81 lb. Cover (64 g/m^2 to 220 g/m^2).

To load paper in Tray 1 or Tray 2:

1. Pull the paper tray out towards you.



2. Before loading paper into the paper trays, fan the edges to separate any sheets of paper that are stuck together. This reduces the possibility of paper jams.
3. If required, move the paper tray guides further out to load the new paper. To adjust the side and rear guides, pinch the guide lever on each guide and slide the guides to their new position. To secure the guides in position, release the levers.

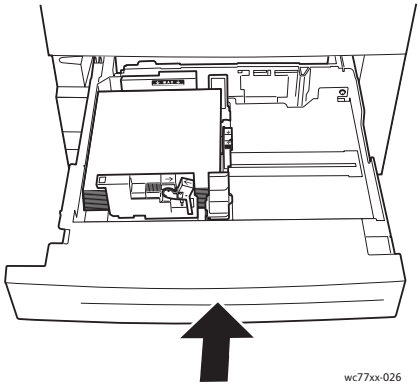


Load the paper against the left-hand side of the tray.

Notes:

- Load long edge feed pre-printed paper facedown, with the top of the page toward the front of the tray.
- Load short edge feed pre-printed paper facedown, with the top of the page toward the left of the tray.
- Do not load paper above the maximum fill line. Doing so may cause paper jams.

4. Push the tray completely into the printer.



5. If required, choose paper size, type, or color on the printer's touch screen, then touch **Confirm**.
6. If you have not changed the media type, touch **Confirm** on the touch screen.

Loading Paper in Tray 3 or Tray 4

Tray 3 and Tray 4 accept following media types:

- Plain
- Punched
- Transparency
- Letterhead
- Heavyweight
- Extra heavyweight
- Extra heavyweight reloaded
- Recycled
- Bond
- Labels
- Heavyweight labels
- Pre-printed
- Gloss
- Heavyweight gloss
- Heavyweight gloss reloaded

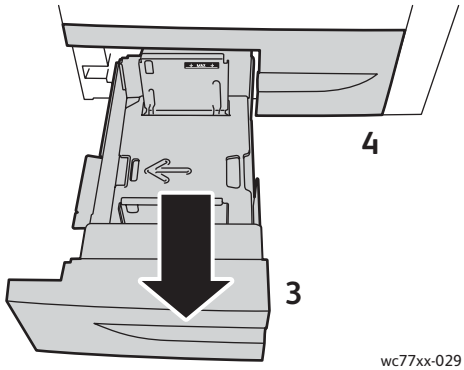
Tray 3 accepts a maximum of approximately 560 sheets of 20 lb. (75 g/m^2) 8.5 x 11 in. (A4: 210 x 297 mm) Bond paper.

Tray 4 accepts a maximum of approximately 1,270 sheets 20 lb. (75 g/m^2) 8.5 x 11 in. (A4: 210 x 297 mm) Bond paper.

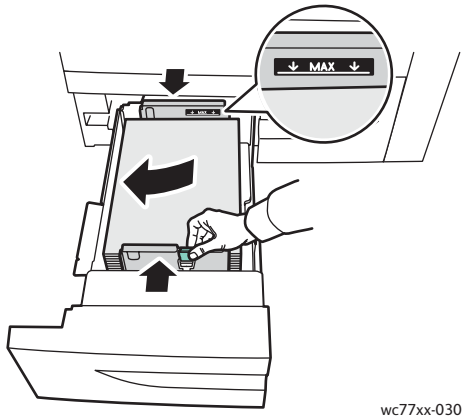
Tray 3 and Tray 4 accept paper weights from 17 lb. Bond to 81 lb. Cover (64 g/m^2 to 220 g/m^2).

To load paper in Tray 3 or Tray 4:

1. Pull the paper tray out towards you.



2. Before loading paper into the paper trays, fan the edges to separate any sheets of paper that are stuck together. This reduces the possibility of paper jams.
3. If required, move the paper tray guides further out to load the new paper. To adjust the side and rear guides, pinch the guide lever on each guide and slide the guides to their new position. To secure the guides in position, release the levers.

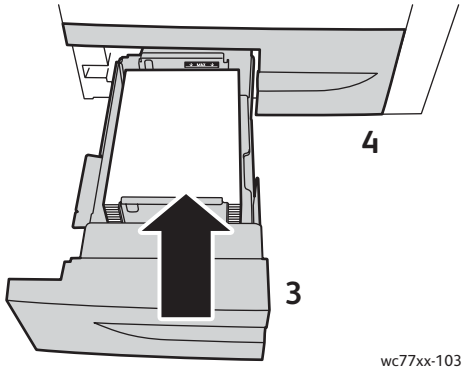


Load the paper against the left-hand side of the tray.

Notes:

- Load pre-printed paper facedown, with the top of the page toward the front of the tray.
- Do not load paper above the maximum fill line. Doing so may cause paper jams.

4. Push the tray completely into the printer.



5. If required, choose paper type, or color on the printer's touch screen, then touch **Confirm**.
6. If you have not changed the media type, touch **Confirm** on the touch screen.

Loading Paper in Tray 5 (Bypass Tray)

Use the bypass tray for a variety of media types and custom sizes. It is primarily intended for small quantity jobs using special media. The bypass tray is located on the left-hand side of the printer. A tray extension is provided to accommodate larger paper. After loading paper in the bypass tray, make sure that the bypass tray settings on the touch screen match the paper size and type loaded.

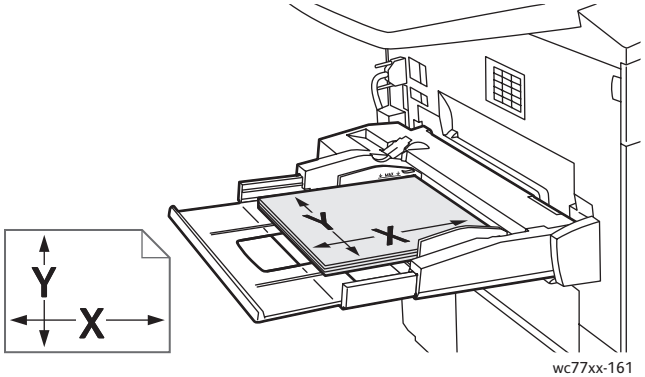
Tray 5 (Bypass Tray) accepts the following paper types:

- Plain
- Punched
- Transparency
- Letterhead
- Heavyweight
- Extra heavyweight
- Extra heavyweight plus
- Extra heavyweight reloaded
- Recycled
- Bond
- Labels
- Heavyweight labels
- Extra Heavyweight labels
- Pre-printed
- Gloss
- Heavyweight gloss
- Extra Heavyweight gloss
- Heavyweight gloss reloaded
- Pre-Cut Tabs
- Envelopes

Tray 5 (Bypass Tray) accepts a maximum of approximately 280 sheets of 20 lb. (75 g/m^2) Bond paper.

Tray 5 (Bypass Tray) accepts the following range of paper sizes: X: 148 to 488 mm (5.8 to 19.2 in.); Y: 100 to 330 mm (3.9 to 13 in.).

Tray 5 (Bypass Tray) accepts paper weights from 17 lb. Bond to 111 lb. Cover (64 g/m^2 to 300 g/m^2).



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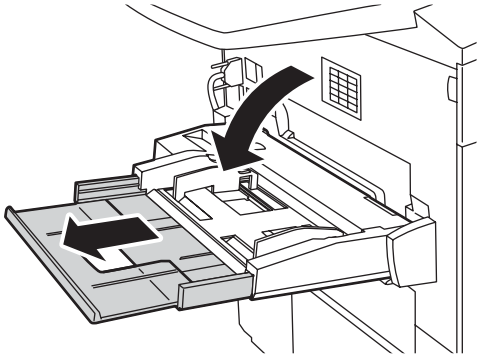
To load paper in Tray 5 (Bypass Tray):

1. Open Tray 5 by rotating it outward. For larger paper, pull the extension straight out until it stops.



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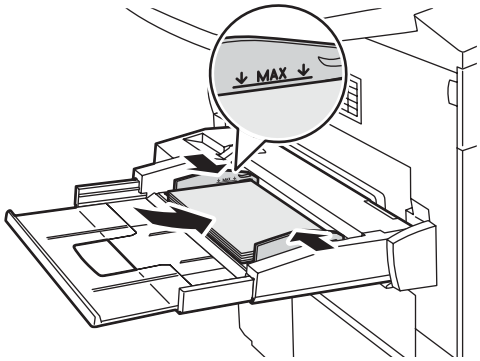
2. Insert the paper either long edge or short edge first. Larger paper sizes can only be fed short edge first.



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3. Slide the guides so they just touch the edges of the paper.

   Notes:

   - Load short edge feed pre-printed paper faceup, with the top of the page toward the right of the tray.
   - Load long edge feed pre-printed paper faceup, with the top of the page toward the rear of the tray.
   - Do not load paper above the maximum fill line. Doing so may cause paper jams.

4. If required, choose paper size, type, or color on the printer's touch screen, then touch **Confirm**.
5. If you have not changed the media type, touch **Confirm** on the touch screen.

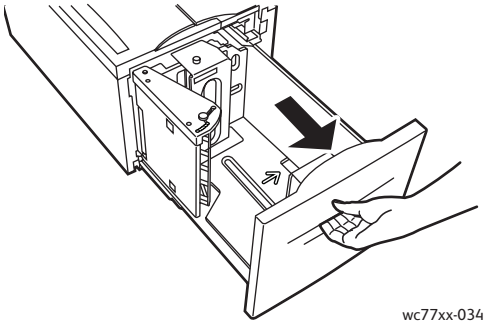
Loading Paper in Tray 6 (Optional High-Capacity Feeder)

Tray 6 accepts the following media types:

- Plain
- Punched
- Letterhead
- Heavyweight
- Extra heavyweight
- Extra heavyweight reloaded
- Recycled
- Bond
- Labels
- Heavyweight labels
- Pre-printed
- Gloss
- Heavyweight gloss
- Heavyweight gloss reloaded

Tray 6 accepts a maximum of approximately 2,000 sheets 20 lb. (75 g/m^2) 8.5 x 11 in. (A4: 210 x 297 mm) Bond paper.

1. Pull the paper tray out towards you.

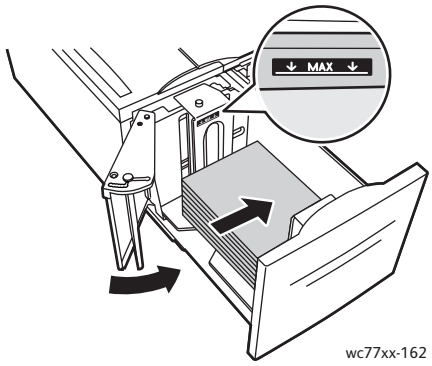


2. Before loading paper into the paper trays, fan the edges to separate any sheets of paper that are stuck together. This reduces the possibility of paper jams.

   Load the paper against the right-hand side of the tray.

   Notes:

   - Load pre-printed paper faceup, with the top of the page toward the front of the tray.
   - To help avoid paper jams, do not load paper above the maximum fill line.



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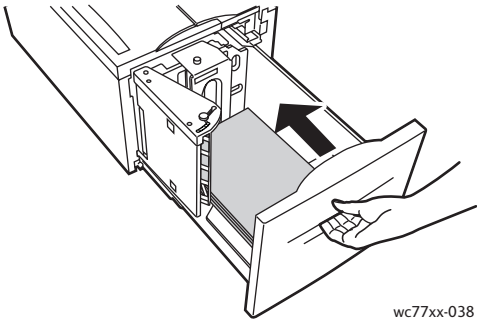
3. Push the tray completely into the feeder.



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4. If required, choose paper type or color on the printer's touch screen, then touch **Confirm**.
5. If you have not changed the media type, touch **Confirm** on the touch screen.

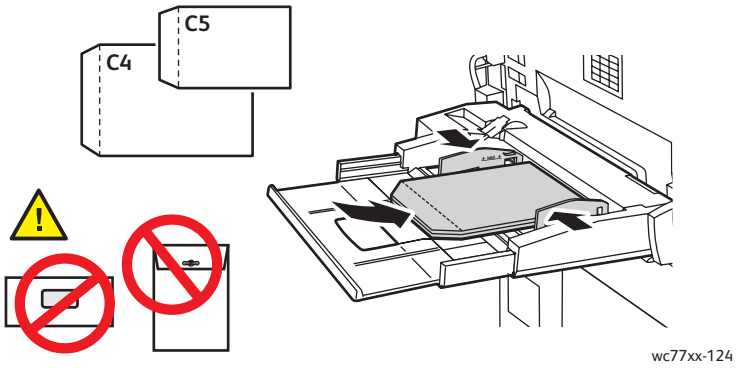
Loading Envelopes

Envelopes can only be loaded in Tray 5 (Bypass Tray).

Tray 5 (Bypass Tray) accepts C5 envelopes measuring 229 mm x 324 mm (9 x 12.75 in.) and C4 envelopes measuring 162 mm x 229 mm (6.3 x 9 in.).

To load envelopes in Tray 5 (Bypass Tray):

1. Insert envelopes in Tray 5 (Bypass Tray) with the flaps on the **trailing edge**, **open** and **facing down**.



2. Slide the guides so they just touch the edges of the envelopes.

   Note: To help avoid jams, do not load envelopes above the maximum fill line.

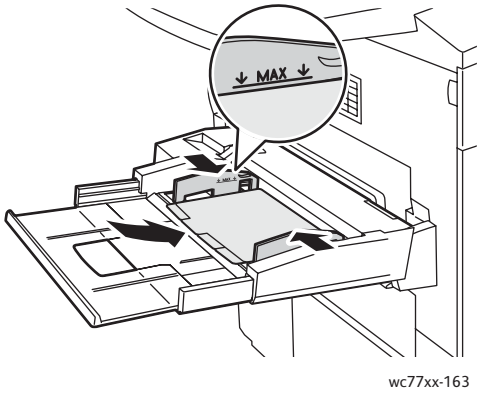
3. Choose the envelope size on the printer's touch screen, then touch **Confirm**.

Loading Pre-Cut Tabs

Pre-Cut Tabs can only be loaded in Tray 5 (Bypass Tray).

To load Single Straight Pre-Cut Tabs in Tray 5 (Bypass Tray):

1. Insert the Pre-Cut Tabs in Tray 5 (Bypass Tray) with the tabs on the **trailing edge**, **facing up**.



2. Slide the guides so they just touch the edges of the Pre-Cut Tabs.

   Note: To help avoid jams, do not load Pre-Cut Tabs above the maximum fill line.

3. On the printer's touch screen, set the following:
   - From the Size menu, select **Custom**, then enter the size of the Pre-Cut Tabs, including the width of the tabs.
   - From the Paper menu, select **Pre-Cut Tabs**, then enter the number of tabs in each set.
   - Touch **Confirm**.
4. If you have not changed the media, touch **Confirm** on the touch screen.

   Note: Tab number one must be on top. Partially used tab sets must be removed from the tray before printing a new Pre-Cut Tabs job.

Printing on Special Media

This section includes:

- Printing on Transparencies on page 54
- Printing on Envelopes on page 55
- Printing on Labels on page 55
- Printing on Glossy Paper on page 56
- Printing on Custom Size Paper on page 57

Printing on Transparencies

Transparencies can be printed from Tray 1, 2, 3, 4, and 5 (Bypass Tray). For best results, use only recommended Xerox transparencies.

To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/WC7755_WC7765_WC7775supplies.

Caution: Damage caused by using unsupported paper, transparencies, or other specialty media is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

See also:

www.xerox.com/paper Recommended Media List (United States)

www.xerox.com/europaper Recommended Media List (Europe)

Guidelines

- Remove all paper before loading transparencies in the tray.
- Handle transparencies by the edges using both hands. Fingerprints or creases can cause poor print quality.
- Do not load more than 20 transparencies. Overloading the tray can cause the printer to jam.
- Load transparencies **faceup** into Tray 5 (Bypass Tray) and **facedown** into trays 1, 2, 3 or 4.
- Do not use transparencies with stripes on the side.
- Do not fan transparencies.
- After loading transparencies, change the paper type to Transparency on the touch screen.
- In the printer driver, select either **Transparency** as the paper type, or select the tray loaded with transparencies as the paper source.

Printing on Envelopes

Envelopes can be printed only from Tray 5 (Bypass Tray).

Guidelines

- Successful envelope printing is dependent on the quality and construction of the envelopes. Try another envelope brand if the desired results are not achieved.
- Maintain constant temperatures and relative humidity.
- Store unused envelopes in their packaging to avoid the excess moisture and dryness which can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.
- Avoid padded envelopes; use envelopes that lie flat on a surface.
- In the printer driver, select either **Envelope** as the paper type or Tray 5 (Bypass Tray) as the paper source.

  Note: Some wrinkling or embossing may occur when printing on envelopes.

  Caution: Never use envelopes with windows or metal clasps; they can damage the printer. Damage caused by using unsupported envelopes is not covered under the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas, please contact your local representative for details.

Printing on Labels

Labels can be printed from Tray 1, 2, 3, 4, and 5 (Bypass Tray).

To order paper, transparencies, or other specialty media, contact your local reseller or go to the Xerox Supplies website at www.xerox.com/office/WC7755_WC7765_WC7775supplies.

Guidelines

- Use labels designed for laser printing.
- Do not use vinyl labels.
- Do not use dry gum labels.
- Print only on one side of the sheet of labels. Use full sheet labels only.
- Do not use any sheet where labels are missing; it may damage the printer.
- Store unused labels flat in their original packaging. Leave the sheets of labels inside the original packaging until ready to use. Return any unused sheets of labels to the original packaging and reseal it.
- Do not store labels in extremely dry or humid conditions or extremely hot or cold conditions. Storing them in extreme conditions may cause print quality problems or cause them to jam in the printer.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause labels to curl and jam in the printer.
- Extra Heavyweight Labels can only be fed from Tray 5 (Bypass Tray).
- In the printer driver, select either **Labels**, **Heavyweight Labels**, or **Extra Heavyweight Labels** as the paper type or the tray containing the labels.

Printing on Glossy Paper

Glossy paper can be printed from Trays 1, 2, 3, 4, and 5 (Bypass Tray).

To order paper, transparencies, or other specialty media, contact your local reseller or go to the Xerox Supplies website for your printer: www.xerox.com/office/WC7755_WC7765_WC7775supplies.

Guidelines

- Do not open sealed packages of glossy paper until you are ready to load them into the printer.
- Leave glossy paper in the original wrapper, and store unopened packages in the original shipping carton until ready to use.
- Remove all other paper from the tray before loading glossy paper.
- Load only the amount of glossy paper you plan to use and remove the unused portion from the tray when you are finished printing. Replace the unused portion in the original wrapper and seal for later use.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause glossy paper to curl and jam in the printer.
- In the printer driver, select **Gloss Coating**, **Heavyweight Gloss Coating** or **Extra Heavyweight Gloss Coating** as the paper type, or select the tray containing the glossy paper.

Printing on Custom Size Paper

In addition to the wide variety of standard paper sizes that you can use for printing, you can also print on custom size paper within the following dimensions and weights.

	1-Sided Printing	Manual 2-Sided Printing	Automatic 2-Sided Printing
Short edge	100–330 mm (3.9–12.9 in.)	100–330 mm (3.9–12.9 in.)	139.7–330 mm (5.5–12.9 in.)
Long edge	148–488 mm (5.8–19.2 in.)	148–488 mm (5.8–19.2 in.)	182–488 mm (7.1–19.2 in.)
Weight	64–300 g/m^2	64–300 g/m^2	64–176 g/m^2

Selecting Printing Options

Printing options, also referred to as printer driver options, are specified as **Printing Preferences** in Windows, and **Xerox Features** in Macintosh. Printing Options include settings for 2-sided printing, page layout, and print quality.

- Printing Options for Windows on page 58
- Setting Default Printing Options for Windows on page 59
- Selecting Printing Options for an Individual Job in Windows on page 60
- Saving a Set of Commonly Used Printing Options in Windows on page 60
- Selecting Finishing Options for Windows on page 60
- Printing Options for Macintosh on page 60
- Selecting Options for an Individual Job for Macintosh on page 61
- Saving a Set of Commonly Used Printing Options for Macintosh on page 61
- Selecting Finishing Options for Macintosh on page 62

Printing Options for Windows

The following table lists printing options organized in tabs within the Printing Preferences window.

Tab	PostScript Printing Options	PCL 6 Printing Options
Paper/Output	• Job Type • Paper Size, Paper Color, Paper Type, and tray selection • Transparency Separators • 2-sided Printing • Finishing (if a finisher installed) • Print Quality • Output Destination	• Job Type • Paper Size, Paper Color, Paper Type, and tray selection • Transparency Separators • 2-sided Printing • Finishing (if a finisher installed) • Print Quality • Output Destination
Special Pages	• Covers • Inserts • Exception Pages	• Covers • Inserts • Exception Pages
Color Options (Color Correction)	• Automatic Color • Black and White conversion • Color Adjustments	• Color • Black and White conversion • None
Layout/Watermark	• Pages Per Sheet (N-Up) • Booklet Layout • Orientation • 2-Sided Printing • Watermark	• Pages Per Sheet (N-Up) • Booklet Layout • Orientation • 2-Sided Printing • Watermark

Tab	PostScript Printing Options	PCL 6 Printing Options
Advanced	Paper/Output • Copies • Collate • Output Options • Banner Sheet • Offset Sets • Feed Edge Image options • Rotate Image 180 degrees • Reduce/Enlarge • Margins • Mirrored Output • PostScript Pass-through • Color Configuration Booklet Layout • Image Order Advanced Printing Features Font Substitution Font Download PostScript Output PostScript Level PostScript Error Handler	Paper/Output • Copies • Collate • Output Options • Banner Sheet • Offset Sets • Feed Edge Image options • Rotate Image 180 degrees • Reduce/Enlarge • Margins Booklet Layout • Image Order Advanced Printing Features Font Substitution Font Download
Help is available in all tabs. For more information about Windows printer driver options, click the **Help** button in the lower left-hand corner of any tab in the Properties or Printing Preferences window.		

Setting Default Printing Options for Windows

When you print from any software application, the printer uses the print job settings specified in the Printing Preferences window. You can specify your most common printing options and save them so that you do not have to change them every time you print.

For example, if you typically print on both sides of the paper, specify 2-sided printing in Printing Preferences.

To change Printing Preferences:

1. Click **Start**, select **Settings**, then click **Printers and Faxes**.
2. In the **Printers and Faxes** folder, right-click the icon for your printer, then click **Printing Preferences**.
3. Click a tab in the **Printing Preferences** window, make selections, then click **OK**.

   Note: For more information about Windows printer driver options, click the **Help** button in the lower left-hand corner of any tab in the Printing Preferences window.

Selecting Printing Options for an Individual Job in Windows

To use special printing options for a particular job, change the Printing Preferences before sending the job to the printer. For example, if you want to use the **Enhanced** print quality mode when printing a particular document, select this setting in Printing Preferences before printing that job.

1. With the document open in your application, access the **Print** dialog box (CTRL+P for most applications).
2. Select the printer and click the **Properties** button to open the **Printing Preferences** window. This button is labeled **Preferences** in some applications. Click a tab in the **Printing Preferences** window, and make selections.
3. Click **OK** to save and close the **Printing Preferences** window.
4. Print the job.

Saving a Set of Commonly Used Printing Options in Windows

You can define and save a set of printing options, so that you can quickly apply them to future print jobs.

To save a set of printing options:

1. Click **Saved Settings** at the bottom of the **Printing Preferences** window, then click **Save As**.
2. Enter a name for the set of printing options, then click **OK**. The set of options is saved and will appear in the list. The next time you want to print using these options, select the name from the list.

Selecting Finishing Options for Windows

If your printer has the Advanced Finisher, the Professional Finisher or the Light Production Finisher installed, finishing options are selected in the printer driver.

To select finishing features in the PostScript and PCL printer drivers:

1. In the printer driver, click the **Paper/Output** tab.
2. Click the arrow to the right of the **Finishing** section, then select the desired finishing options.

Printing Options for Macintosh

See the following table for specific printing options in the Macintosh PostScript printer driver.

Tab	Printing Options
Paper/Output	Job type Paper size, paper color, paper type, and tray selection Transparency separators 2-sided printing Print quality Finishing (if finisher installed) Output Destination

Tab	Printing Options
Special Pages	Covers Inserts Exception pages
Image Options	RGB Source Color CMYK Source Color Output Color Correction Invert Image
Layout/Watermark	Booklet layout Page Borders Watermark
Advanced	Booklet Image Order Output Options Banner Sheet Offset True Gray Graphics Mirrored Output Printing Optimization

Selecting Options for an Individual Job for Macintosh

To use special printing options for a particular job, change the driver settings before sending the job to the printer.

1. With the document open in your application, click **File**, then click **Print**.
2. Select your printer from the **Printer** list.
3. From the **Copies & Pages** menu, select **Xerox Features**.
4. Select the desired printing options from the drop-down lists.
5. Click **Print** to print the job.

Saving a Set of Commonly Used Printing Options for Macintosh

You can define and save a set of options, so that you can quickly apply them to future print jobs.

To save a set of printing options:

1. Select the desired printing options from the drop-down lists on the **Print** menu screen.
2. Select **Save As** from the **Presets** menu to save and name the set of printing options.
3. The set of options is saved and will appear in the **Presets** list. To print using these options, select the name from the list.

Selecting Finishing Options for Macintosh

If your printer has the Advanced Finisher, the Professional Finisher or the Light Production Finisher installed, finishing options are selected in the printer driver.

To select finishing features in the Macintosh printer driver:

1. In the printer driver, click the **Copies & Pages** menu, then select **Xerox Features**.
2. In the **Paper/Output** dialog box, click the arrow to the right of the **Finishing** section, then select the desired finishing options.

Printing on Both Sides of the Paper

- Automatic 2-Sided Printing on page 63
- Printing a 2-Sided Document on page 63
- 2-Sided Page Layout Options on page 64

Automatic 2-Sided Printing

A 2-sided document can be printed on supported paper. Before printing a 2-sided document, verify the paper type and weight are supported.

Paper weights in the range of 64 to 176 g/m^2 (17 to 47 lb. Bond) can be used for automatic 2-sided printing.

The following paper types can be used for automatic 2-sided printing:

- Plain
- Letterhead
- Heavyweight
- Recycled
- Bond
- Pre-printed

The following paper and media cannot be used for 2-sided printing:

- Transparencies
- Envelopes
- Labels
- Any die-cut specialty media, such as business cards
- Extra Heavyweight
- Gloss
- Heavyweight Gloss

For details, see Recommended Media on page 41.

Printing a 2-Sided Document

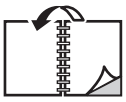
See the following table for 2-sided document printer driver settings.

Operating System	Steps
Windows 2000, XP, Vista, or Windows Server 2003	1. Click the **Paper/Output** tab. 2. Click an option under **2-Sided Printing**: • **2-Sided Print** • **2-Sided Print, Flip on Short Edge**

Operating System	Steps
Mac OS X, version 10.3 or newer	1. In the **Print** dialog box, click **Xerox Features**. 2. Click an option under **2-Sided Printing** • Click **2-Sided Print**. • Click **2-Sided Print, Flip on Short Edge**.

2-Sided Page Layout Options

When you select 2-Sided Printing in the printer driver, you can specify the page layout which determines how the pages turn.

Portrait		Landscape	
			
Portrait 2-Sided Print	Portrait 2-Sided Print, Flip on Short Edge	Landscape 2-Sided Print, Flip on Short Edge	Landscape 2-Sided Print

Windows

1. In the printer driver, click the **Layout/Watermark** tab.
2. Click **Portrait**, **Landscape**, or **Rotated Landscape**.
3. Click **2-Sided Print**, or **2-Sided Print, Flip on Short Edge**.

Macintosh

1. In the application, click **Portrait**, **Landscape** or **Rotated Landscape** page orientation.
2. In the Print dialog box, select **Xerox Features** from the **Copies & Pages** menu.
3. Click **2-Sided Print**, or **2-Sided Print, Flip on Short Edge**.

Selecting the Paper to Use

When you send your print job to the printer, you can choose to let the printer automatically select which paper to use based on the document size, paper type and paper color you select, or select a specific tray.

Selecting Paper in a Supported Driver

Windows

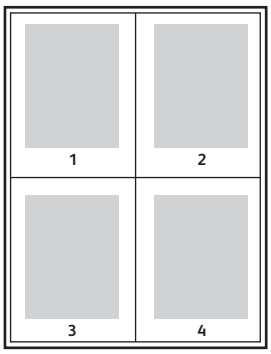
1. In the printer driver, click the **Paper/Output** tab.
2. To change the paper type, click the arrow next to the **Paper** section, then select the paper type from the **Other Type** menu.
3. To change the paper color, click the arrow next to the **Paper** section, then select the paper color from the **Other Color** menu.
4. To specify a tray, click the arrow next to the **Paper** section, then select the tray from the **Select by Tray** menu.
5. To specify a paper size, click the arrow next to the **Paper** section, then select **Other Size**. In the **Paper Size window**, select the size from the **Output Paper Size** menu, then click **OK**.

Macintosh

1. In the **Print** dialog box, click **Copies & Pages** menu, then click **Paper Feed**.
2. From the **All pages from** drop-down list, click **Auto Select** to select the paper based on your application settings, or select a specific paper tray.

Printing Multiple Pages to a Single Sheet (N-Up)

When printing a multiple-page document, you can print more than one page on a single sheet of paper. Print one, two, four, six, nine, or 16 pages per side.



Printing N-Up Using a Supported Driver

Windows

1. In the printer driver, click the **Layout/Watermark** tab.
2. Click **Pages Per Sheet (N-Up)**.
3. Click the button for the number of pages you want to appear on each side of the sheet.

Macintosh

1. In the **Print** dialog box, click **Copies & Pages** menu, then click **Layout**.
2. Select the number of **Pages per Sheet** and **Layout Direction**.

Printing Booklets

With 2-sided printing, you can print a document in the form of a small book. Create booklets for any paper size that is supported for 2-sided printing. The driver automatically reduces each page image and prints four pages per sheet of paper (two on each side). The pages are printed in the correct order so that you can fold and staple the pages to create a booklet.

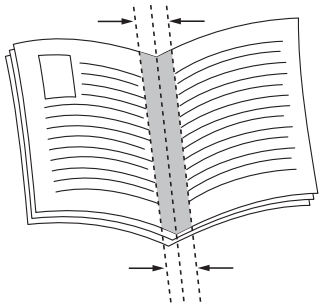
Notes:

- Automatic folding requires the optional Professional Finisher or the optional Light Production Finisher.
- Booklets can be created using 8.5 x 11 in. (A4 210 mm x 297 mm) paper and 11 x 17 in. (A3 297 mm x 420 mm) paper.

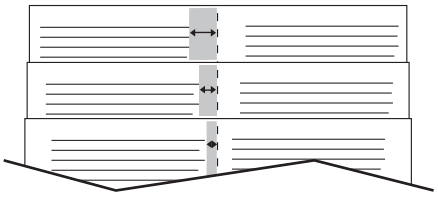
When you print booklets, you can specify the *creep* and *gutter* in supported drivers.

- **Gutter**: Specifies the horizontal distance (in points) between the page images. A point is 0.35 mm (1/72 in.).
- **Creep**: Specifies how much the page images are shifted outward (in 10ths of a point). This compensates for the thickness of the folded paper, which otherwise would cause the page images to shift slightly outward when folded. You can select a value from zero to 1.0 points.

Gutter



Creep



Selecting Booklet Printing in a Supported Driver Using a Booklet Maker

Windows

1. In the printer driver, click the **Paper/Output** tab, click the arrow to the right of **Finishing**, then select **Booklet Creation**.
2. In the Booklet Creation window, under **Booklet Finishing**, do one of the following:
   - Click **None**: no folding or stapling.
   - Click **Booklet Fold**: bi-fold, 5 sheets maximum.
   - Click **Booklet Fold and Staple**: bi-fold and saddle staple, 15 sheets maximum.

3. Under **Booklet Layout**, do one of the following:
   - If your document is preformatted as a booklet, click **None**.
   - To have the printer order the pages into a booklet, click **Booklet Layout**. If desired, click **Draw Page Borders**.
4. The paper size is automatically selected. To manually specify the paper size, under **Booklet Paper Size**, clear the **Automatically Select** check box, click the down arrow, then select the paper size.
5. The gutter and creep values are set automatically. To manually specify the gutter and creep values, click the arrows.
6. Click **OK**.

Macintosh

1. In the **Print** dialog box, click **Copies & Pages**, click **Xerox Features**, then click the **Paper/Output**.
2. Click the arrow to the right of **Finishing**, then select **Booklet Creation**.
3. In the Booklet Creation dialog box, under **Booklet Finishing**, do one of the following:
   - Click **None**: no folding or stapling.
   - Click **Booklet Fold**: bi-fold, 5 sheets maximum.
   - Click **Booklet Fold and Staple**: bi-fold and saddle staple, 15 sheets maximum.
4. Under **Booklet Layout**, do one of the following:
   - If your document is preformatted as a booklet, click **None**.
   - To have the printer order the pages into a booklet, click **Booklet Layout**. If desired, click **Print Page Borders**.
5. The paper size is automatically selected. To manually specify the paper size, under **Booklet Paper Size**, click the down arrow, then select the paper size.
6. The gutter and creep values are set automatically. To manually specify the gutter and creep values, click the arrows.
7. Click **OK**.

Selecting Booklet Printing in a Supported Driver Without Using a Booklet Maker

Windows

1. In the printer driver, click the **Layout/Watermark** tab.
2. Click the **Booklet Layout** option, then click **Booklet Options**.
3. The paper size is automatically selected. To manually specify the paper size, under **Booklet Paper Size**, click the down arrow, then select the paper size.
4. The gutter and creep values are set automatically. To manually specify the values, click the arrows to specify the gutter and creep values.
5. Click **OK**.
6. If desired, select **Draw Page Borders** from the drop-down list.
7. Click **OK**.

Macintosh

1. In the **Print** dialog box, click **Copies & Pages**, click **Xerox Features**, then click **Layout/Watermark**.
2. Under **Booklet Layout**, click **Enabled**.
3. Click **Booklet Options**.
4. The paper size is automatically selected. To manually specify the paper size, under **Booklet Paper Size**, clear the **Automatically Select** check box, click the down arrow, then select the paper size.
5. The gutter and creep values are set automatically. To manually specify the gutter and creep values, click the arrows.
6. Click **OK**.
7. If desired, click **Print Page Borders**.

Using Color Corrections

This section includes:

- Color Corrections for Windows on page 70
- Color Corrections for Macintosh on page 71
- Selecting Color Correction on page 71
- Selecting More Color Adjustments on page 71
- Selecting Press Match Advanced Color Options on page 72

The Color Correction options provide simulations of different color devices. **Automatic** is the default correction for general image processing. See the following table to determine which option to use.

Color Corrections for Windows

PostScript Printer Driver

Color Correction	Description
Automatic Color (Recommended)	Applies the best color correction to each graphic element: text, graphics, and images.
Vivid Color	Produces brighter and more saturated colors.
Black and White	Converts all colors to black and white or shades of gray.
Color Adjustments	Allows you to make minor adjustments, or access Custom options for Press Matching.

PCL 6 Printer Driver

Color Correction	Description
Color (Recommended)	Applies the best color correction to each graphic element: text, graphics, and images.
Black and White	Converts all colors to black and white or shades of gray.
None	Color corrections are not used.

Color Corrections for Macintosh

Color Correction	Description
Automatic (Recommended)	Applies the best color correction to each graphic element: text, graphics, and images.
sRGB Display	Simulate a CRT computer display
Black & White	Converts all colors to black and white or shades of gray.
Press Match	Simulate a specified printing press.

Selecting Color Correction

Windows

1. In the printer driver, click the **Color Options** tab.
2. Click the desired color correction: **Automatic**, **Vivid Color**, **Black and White**, or **Color Adjustments**.

Macintosh

1. In the **Print** dialog box, from the **Copies & Pages** menu, click **Xerox Features**, select **Image Options**, then select **Output Color Correction**.
2. Select the desired color correction: **Automatic**, **sRGB**, **Black & White** or **Press Match**.

Selecting More Color Adjustments

Note: This capability is only available in the Windows PostScript printer driver.

1. In the printer driver, click the **Color Options** tab.
2. Click **Color Adjustments**.
3. Click the **Color Adjustments** button.
4. In the More Color Adjustments window, under Color Correction, click the down arrow, then click the desired color correction.
5. Click **OK**.

If you need to make additional color adjustments for your job, you can customize a color correction.

1. After selecting a color correction (see steps 1 to 4 above), customize the selected correction by moving these sliders:
   - **Lightness**: Move the slider to the right to lighten colors or to the left to darken colors in your print job. White remains white and black remains black.
   - **Saturation**: Move the slider to the right to increase color intensity or to the left to decrease color intensity without changing the darkness.
   - **Contrast**: Move the slider to the right to increase contrast or to the left to decrease contrast. With increased contrast, saturated colors become more saturated, darker colors become more black, and lighter colors become more white.
   - **Color Cast**:

   Paired colors are complements of each other.

   - **Cyan/Red**: Move the slider to change the color variation between cyan and red. Increasing the cyan decreases the red and vice versa.
   - **Magenta/Green**: Move the slider to change the color variation between magenta and green. Increasing the magenta decreases the green and vice versa.
   - **Yellow/Blue**: Move the slider to change the color variation between yellow and blue. Increasing the yellow decreases the blue and vice versa.

   The sample image changes as you move the sliders.
2. Click **OK**.
3. To track the adjustments and print the file name, print quality mode, and color settings for your job on the edge of the page, select the **Print Settings on Page** box.

Selecting Press Match Advanced Color Options

If you need to proof a job that will ultimately be printed on a printing press, you can select the desired printing press simulation.

Note: This capability is only available in the Windows and Macintosh PostScript printer drivers.

Windows

1. In the printer driver, click the **Advanced** tab.
2. Click **Image Options**, then click **Color Configuration**.
3. Click the **Color Configuration** drop-down menu, then click **Custom**.
4. In the Custom Color Adjustments window, click the **Press Match** tab.

   Note: To match spot colors, click the **Spot Color** tab.

   a. Click the **Text and Graphics** menu, then click the desired press match.
   b. Click the **Images** menu, then click the desired press match.
5. Click **OK**.

If you need to make additional color adjustments for your job, you can customize a press match.

1. After selecting a press match (see steps 1 to 4 above), click **More Adjustments**, then click the **More Adjustments** button.
2. Customize the selected press match by moving these sliders:
   - **Lightness**: Move the slider to the right to lighten colors or to the left to darken colors in your print job. (White remains white and black remains black.)
   - **Saturation**: Move the slider to the right to increase color intensity or to the left to decrease color intensity without changing the darkness.
   - **Contrast**: Move the slider to the right to increase contrast or to the left to decrease contrast. With increased contrast, saturated colors become more saturated, darker colors become more black, and lighter colors become more white.
   - **Color Cast**:

   Paired colors are complements of each other.
   - **Cyan/Red**: Move the slider to change the color variation between cyan and red. Increasing the cyan decreases the red and vice versa.
   - **Magenta/Green**: Move the slider to change the color variation between magenta and green. Increasing the magenta decreases the green and vice versa.
   - **Yellow/Blue**: Move the slider to change the color variation between yellow and blue. Increasing the yellow decreases the blue and vice versa.
3. Click **OK** twice.

Macintosh

1. In the print dialog box, click the **Copies & Pages** menu, then click **Xerox Features**.
2. Click **Image Options**, click **CMYK Source Color**, then click the desired press match.

Printing in Black and White

Printing in Black and White Using a Supported Driver

Windows

1. In the print dialog box, click **Properties**, then click the **Color Options** tab.
2. Under Color Corrections, click **Black and White**, then click **OK**.

Macintosh

1. In the **Print** dialog box, click **Copies & Pages**, click **Xerox Features**, then click **Color Options**.
2. In **Color Corrections**, click **Black and White**.

Printing Insert Pages

An insert is a divider page or slipsheet that can be inserted after a print job, between copies of a print job, or between individual pages of a print job. You must specify the tray to use as the source for the insert pages.

Print Insert Pages Using a Supported Driver

Windows

1. Click the **Special Pages** tab, then click **Add Inserts**.
2. In the Add Inserts window, select the desired options, then click **OK**.

Macintosh

1. In the Print dialog box, click **Copies & Pages**, click **Xerox Features**, then click **Special Pages**.
2. Click **Add Inserts**.
3. Select the desired settings, then click **OK**.

Printing Cover Pages

A cover page is the first or last page of a document. The printer enables you to choose a different paper source for the cover page than for the body of a document. For instance, use your company letterhead for the first page of a document, or use heavyweight paper for the first and last pages of a report.

- Use any applicable paper tray as the source for printing cover pages.
- Verify that the cover page is the same size as the paper used for the rest of your document.

  If you specify a different size in the driver than the tray you select as a cover pages source, your cover(s) print on the same paper as the rest of your document.

You have the following options for cover pages:

- **No Covers**: Prints the first and last pages of your document from the same tray as the rest of your document.
- **Front Only**: Prints the first page on paper from the specified tray.
- **Back Only**: Prints the back page on paper from the specified tray.
- **Front and Back: Same**: Front and back cover pages print from the same tray.
- **Front and Back: Different**: Front and back cover pages can print from different trays.

Cover Page	Print Option	Pages Printed on Cover
Front	1-sided printing	Page 1
	2-sided printing	Pages 1 and 2
Back	1-sided printing	Last page
	2-sided printing (odd-numbered pages)	Last page
	2-sided printing (even-numbered pages)	Last two pages

For the back of your front cover to remain blank when 2-sided printing, page two of your document must be blank. For the back cover of your document to remain blank, see the following table for inserting blank pages.

Print Option	Last Page of Text	Blank Pages
1-sided printing		Add one blank page at the end of the document.
2-sided printing	Odd-numbered	Add two blank pages at the end of the document.
	Even-numbered	Add one blank page at the end of the document.

Printing Cover Pages Using a Supported Driver

Windows

1. In the printer driver, click the **Special Pages** tab.
2. Click the **Add Covers** button.
3. In the Add Covers window, select the desired options, then click **OK**.

Macintosh

1. In the **Print** dialog box, click **Copies & Pages**, click **Xerox Features**, then click **Add Covers**.
2. Click **Before** document or **After** document.
3. Click the desired options, then click **OK**.

Printing Exception Pages

The printer enables you to specify the characteristics of any pages in the print job that differ from the settings to use for the majority of the print job.

For example, your print job contains 30 pages that print on standard-sized paper, and two pages that must print on a different size of paper. In the **Add Exceptions** dialog box, set the characteristics of these two exception pages and select the alternate paper size to use.

- **Page(s)**: Specify the location (page or range of pages) to place the inserts. Separate individual pages or pages ranges with commas. Specify ranges with a dash. For example, to add inserts after pages 1, 6, 9, 10, and 11, type: 1, 6, 9-11.
- **Paper**: The paper summary displays the Use Job Settings default size, color, and type of paper to use for the exception pages. To change the paper to use for the exception pages, click the down arrow to the right of the Paper section, then select from the following menu items:
  - **Other Size**: Click this menu item, then click the paper size desired for the exception pages.
  - **Other Color**: Click this menu item, then click a color for the paper to use for the exception pages.
  - **Other Type**: Click this menu item, then click the type of paper or media to use for the exception pages.
- **2-Sided Printing**: Click the down arrow, then click the desired 2-sided printing option:
  - **Use Job Setting**: Matches the setting used for the majority of the document.
  - **1-Sided Print**: Prints the exception pages on one side only.
  - **2-Sided Print**: Prints the exception pages on both sides of the sheet of paper with the images printed so the job can be bound along the long edge of the sheet.
  - **2-Sided Print, Flip on Short Edge**: Prints the exception pages on both sides of the sheet of paper with the images printed so the job can be bound along the short edge of the sheet.
- **Job Settings**: Displays the attributes of the paper for the majority of the document. If you select **Use Job Setting** for any paper attribute (size, color, or type), the setting displayed here is used for that attribute of the exception page.

Printing Exception Pages Using a Supported Driver

Windows

1. In the printer driver, click the **Special Pages** tab.
2. Click the **Add Exceptions** button.
3. Click the desired settings, then click **OK**.

Macintosh

1. In the **Print** dialog box, click **Copies & Pages**, then click **Xerox Features**.
2. Click **Special Pages**, then click **Add Exceptions**.
3. Click the desired settings, then click **OK**.

Scaling

To reduce or enlarge your printed page images select a scaling value between 25 and 400 percent. The default is 100 percent.

50 % 100 % 200 %

Setting Scaling Using a Supported Driver

Windows

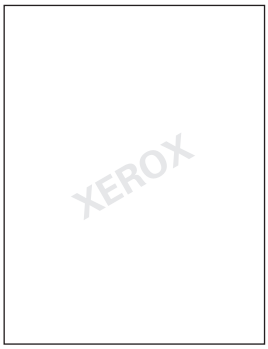
1. In the printer driver, click the **Paper/Output** tab.
2. Click the down arrow to the right of the **Paper** section, then click **Other Size**.
3. In the Paper Sizes dialog box, click down arrow to the right of **Scale Options**, then click either:
   - **Automatically Scale** to scale from one standard paper size to another.
   - **Manually Scale** to scale by a percentage entered in the percentage box.

Macintosh

1. In the application, click **File**, then click **Page Setup**.
2. In the **Scale** box, type a value between 25 and 400 percent.
3. Click **OK**.

Printing Watermarks

A watermark is additional text that can be printed across one or more pages. For example, terms like Draft and Confidential, which you might stamp on a page before distribution, can be inserted with a watermark.



Some printer drivers allow you to:

- Create a watermark.
- Edit an existing watermark's text, color, location, and angle.
- Place a watermark on either the first page or every page in a document.
- Print a watermark in the foreground or background or blend with the print job.
- Use a graphic for the watermark.
- Use a time stamp for the watermark.

Note: Not all applications support watermark printing.

Selecting, Creating, and Editing Watermarks Using a Supported Driver

Windows

1. In the printer driver, click the **Layout/Watermark** tab.
   - Click the **Watermark** down arrow, then click the desired existing watermark.
   - To modify a watermark, click the **Watermark** down arrow, then click the **Edit** button to display the **Watermark Editor** dialog box.
   - To create a new watermark, click the **Watermark** down arrow, click **New**, then use the **Watermark Editor** dialog box.
2. To select watermark printing options, click the **Watermark** down arrow, click **Options**, then click the desired printing options.

Macintosh

1. In the **Print** dialog box, click **Copies & Pages**, then click **Xerox Features**.
   - Click the **Watermark** down arrow, then click the desired existing watermark.
   - To modify a watermark, click the **Watermark** down arrow, then click the **Edit** button to display the **Watermark Editor** dialog box.
   - To create a new watermark, click the **Watermark** down arrow, click **New**, then use the **Watermark Editor** dialog box.
2. To select watermark printing options, click the **Watermark** down arrow, click **Options**, then click the desired printing options.

Printing Mirror Images

You can print pages as a mirror image. Images mirror left to right when printed.

Printing Mirror Images Using a Supported Driver

Windows

1. In the printer driver, click the **Advanced** tab.
2. Under **Image Options**, **Mirrored Output**, click **Yes**.

Macintosh

1. In the **Print** dialog box, click **Copies & Pages**, then click **Xerox Features**.
2. Click **Advanced**, click **Mirrored Output**, then click **Enabled**.

Creating and Saving Custom Sizes

Custom size paper can print from Tray 5 (Bypass Tray). You can save custom size paper settings in a supported printer driver. Since these custom sizes are saved in your computer's operating system, they are available for you to select in all your applications.

Note: For details, see Printing on Custom Size Paper on page 57.

Creating and Saving Custom Sizes Using a Supported Driver

Windows

1. Click the **Paper/Output** tab.
2. Click the down arrow the right of the **Paper** summary, then click **Other Size**.
3. In the **Output Paper Size** menu, click **New**.
4. In the **New Custom Size** dialog box, type a name in the **Name** box, then enter dimensions in the **Width** and **Height** boxes.
5. Click **OK**.

Macintosh

1. In the application, click **File**, then click **Page Setup**.
2. In the **Paper Size** drop-down menu, click **Manage Custom Sizes**.
3. Click the **+** button to add a new custom page size.
4. Double click the name **Untitled**, then type a name for the custom size.
5. Enter the dimensions in the **Width** and **Height** boxes.
6. Click **Printer Margins**, then either:
   - Select **User Defined**, then enter custom margin values.
   - Select your printer from the list to use default margins.
7. Click **OK**.

Job Completion Notification for Windows

You can choose to be notified when your job is done printing. A message appears in the lower right corner of your computer screen with the name of the job and the name of the printer where it was printed.

Note: This feature is only available when your printer is connected to your computer over a network.

Enabling Job Completion Notification

1. In the printer driver, click the **More Status** button at the bottom of any tab.
2. In the Status window, click **Notification**, then click the desired option.
3. Click the **X** in the upper right corner of the window.

Printing Special Job Types

You can assign the following special job types from either the Windows or Macintosh printer drivers.

- Printing and Deleting Secure Print Jobs on page 85
- Printing a Sample Set on page 86
- Delayed Printing on page 86
- Saving a Print Job to the Printer on page 87
- Sending a Print Job to a Fax Machine on page 87

Note: When using a Macintosh, click **Copies & Pages**, then click **Xerox Features** to access the **Job Type** menu.

Printing and Deleting Secure Print Jobs

The secure job type allows you to print a job only after you select your name and enter your 4-10 digit passcode on the printer's control panel.

Printing Secure Jobs

Windows

1. In the printer driver, click **Paper Output**, click the **Job Type** menu, then click **Secure Print**.
2. Type a 4-10 digit passcode.
3. Click **OK**.

Macintosh

1. In the print dialog box, click **Copies & Pages**, then click **Xerox Features**.
2. Click the **Job Type** menu, then click **Secure Print**.
3. Type a 4-10 digit passcode.
4. Click **OK**.

Printing or Deleting Secure Jobs at the Printer

1. On the printer's control panel, press the **Job Status** button.
2. On the touch screen, touch your document in the job list, touch **Release**, then enter the passcode to print the job, or touch **Delete** to delete the job.

Printing a Sample Set

The **Sample Set** job type allows you to send a multiple-copy job, print a sample copy of the job, and hold the remaining copies of the job at the printer. After you review the sample copy, you can release or delete the remaining copies.

Windows

1. In the printer driver, click **Paper Output**, click the **Job Type** menu, then click **Sample Set**.
2. Click **OK**.

Macintosh

1. In the print dialog box, click **Copies & Pages**, then **Xerox Features**.
2. Click the **Job Type** menu, then click **Sample Set**.

Printing or Deleting the Job at the Printer

1. On the printer's control panel, press the **Job Status** button.
2. On the touch screen, touch the **All Services** button, then touch **Reprint Saved Jobs**.
3. Touch the folder containing your saved job, select your saved job, then press the green **Start** button.

Delayed Printing

A print job can be delayed for up to 24 hours from the original job submission time. Enter the time at which you would like the job to print. Use either a 12-hour format or a 24-hour format.

Windows

1. In the printer driver, click **Paper Output**, click the **Job Type** menu, then click **Delay Print**.
2. Click the arrows to set the print time, then click **OK**.
3. Click **OK**.

Macintosh

1. In the print dialog box, click **Copies & Pages**, then **Xerox Features**.
2. Click the **Job Type** menu, then click **Delay Print**.
3. Click the arrows to set the print time, then click **OK**.

Saving a Print Job to the Printer

The Saved Job type stores the print job in the printer so you can print it from the printer's control panel. The job is not automatically deleted after printing, but it can be manually deleted from the printer's control panel.

Windows

1. In the printer driver, click **Paper Output**, click the **Job Type** menu, then click **Saved Job**.
2. In the **Saved Job** dialog box, type a job name.
   Select a folder on the printer to save the job or use the Public Folder.
3. If desired, enter the Secure Job data.
4. Click **OK**.
5. Click **OK**. The job will be saved to the printer.

Macintosh

1. In the print dialog box, click **Copies & Pages**, then **Xerox Features**.
2. Click the **Job Type** menu, click **Saved Job**.
3. In the **Saved Job** dialog box, type a job name.
   Select a folder on the printer to save the job or use the Public Folder.
4. If desired, enter the Secure Job data.
5. Click **OK**.
6. Click **Print**. The job will be saved to the printer

Printing or Deleting a Job at the Printer

1. On the printer's control panel, press the **Job Status** button.
2. On the touch screen, touch your document in the job list, then touch **Release** to print the remaining copies, or touch **Delete** to delete the job.

Sending a Print Job to a Fax Machine

Windows

1. In the printer driver, click **Paper Output**, click the **Job Type** menu, then click **Fax**.
2. In the **Fax** dialog box, enter the recipient information
3. If desired, click **Cover Sheet**, then enter the cover sheet data.
4. If desired, click **Options**, then select the desired fax options.
5. Click **OK**.
6. Click **OK** to send the fax.

Macintosh

1. In the print dialog box, click **Copies & Pages**, then **Xerox Features**.
2. Click the **Job Type** menu, click **Fax**.
3. In the **Fax** dialog box, enter the recipient information
4. If desired, click **Cover Sheet**, then enter the cover sheet data.
5. If desired, click **Options**, then select the desired fax options.
6. Click **OK**.
7. Click **Print** to send the fax.

5 Copying

This chapter includes:

- Basic Copying on page 90
- Adjusting Copy Options on page 91

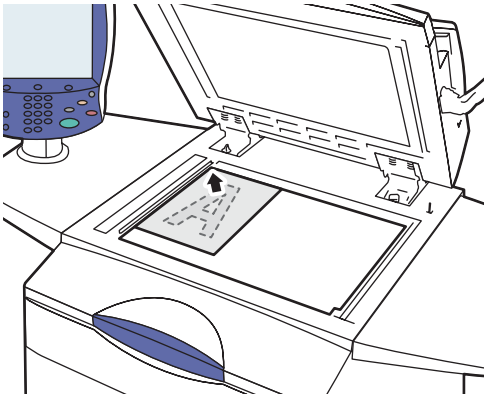
See also:

System Administrator Guide at www.xerox.com/office/WC7755_WC7765_WC7775docs for details on managing copy functions.

Basic Copying

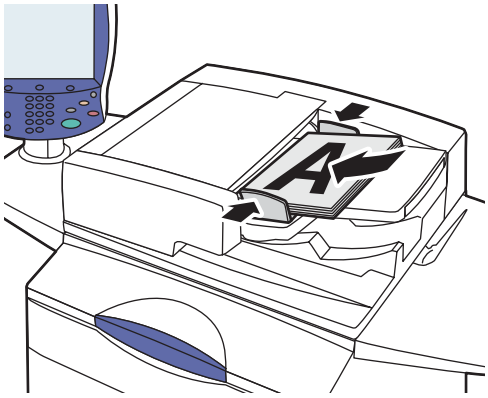
To make copies:

1. On the control panel, press the yellow **Clear All** button to remove previous copy settings.
2. Load your original documents. Use the document glass for single copies or paper that cannot be fed using the document feeder. Use the document feeder for multiple or single pages.



Document Glass

- Lift the document feeder cover and place the original **facedown**, towards the **back-left** corner of the document glass.
- The original must be aligned to the matching paper size printed on the edge of the glass.



Document Feeder

- Insert originals **faceup, with page 1 on top**. Adjust the paper guides so they fit against the originals.
- The document feeder accepts paper weights from 26 lb. Text to 74 lb. Cover (38 g/m^2 to 200 g/m^2).
- The maximum feeder capacity is approximately 250 sheets of 80 g/m^2 paper

3. On the control panel touch screen, touch **Copy**.
4. Use the alphanumeric keypad on the control panel to enter the number of copies. The number of copies appears in the upper-right corner of the touch screen.
   - To correct the number of copies entered using the alphanumeric keypad, press the **C** button, then reenter the number.
   - To stop a copy job, press the red **Stop** button on the control panel. On the touch screen, touch **Resume** to continue the job, or **Cancel** to cancel the job completely.
5. If desired, change the copy settings. For details, see Adjusting Copy Options on page 91.
6. Press the green **Start** button on the control panel.

Adjusting Copy Options

This section includes:

- Basic Settings on page 91
- Image Quality Adjustments on page 96
- Layout Adjustments on page 98
- Output Format Adjustments on page 101
- Advanced Copying on page 107

Basic Settings

The Copy tab appears when the touch screen Copy button is touched. Use the Copy tab to change the following basic settings:

- Selecting Color or Black and White Copies on page 91
- Reducing or Enlarging the Image on page 92
- Selecting the Tray to Use for Copies on page 93
- Specifying 2-Sided Originals or Copies on page 93
- Collated Copies on page 93
- Stapling Copies on page 94
- Folding Copies on page 94
- Advanced Folding Settings on page 95
- Hole Punching Copies on page 96
- Booklet Creation on page 96

Selecting Color or Black and White Copies

If the original document contains color, you can create copies in full color, a single color (monochrome), or in black and white.

To select the output color:

1. Touch **Copy** on the touch screen.
2. Select the output color:
   - **Auto Detect**: this option detects the color content in the original document, and makes copies in full color if the original is a color document, or in black only if the original is a black and white document.
   - **Black & White**: this option copies in black and white only. Colors in the original are converted to shades of gray.

3. For additional options:
   a. Touch **More**, then select from the following:
      - **Auto Detect**: this option detects the color content in the original document, and makes copies in full color if the original is a color document, or in black only if the original is a black and white document.
      - **Black & White**: this option copies in black and white only. Colors in the original are converted to shades of gray.
      - **Color**: this option copies in full color output using all four printing colors (cyan, magenta, yellow, and black).
      - **Single Color**: this option copies in shades of a single color.
   b. Touch **Save**.

Reducing or Enlarging the Image

Image size can be reduced to 25 % of original size or enlarged to 400 % of original size.

To reduce or enlarge the image:

1. On the touch screen, touch **Copy**.
2. To reduce or enlarge the image proportionally, do one of the following:
   - Touch the minus (**-**) or plus (**+**) button.
   - Touch the **Reduce/Enlarge** box, then use the alphanumeric keypad to enter the value.
3. To reduce or enlarge the image proportionally by a preset amount, such as to fit a particular paper size:
   a. Touch **More**.
   b. Touch **Proportional %**, then touch one of the **Preset %** buttons.

   Note: You can also use the arrow buttons to change the percentage.

   c. To center the image on the page, touch **Auto Center.**
   d. Touch **Save**.
4. To reduce or enlarge the width and length of the image by different percentages:
   a. Touch **More**, then touch **Independent X-Y%**.
   b. Touch the **Width** percentage arrow buttons to scale the width (X axis) of the image.
   c. Touch the **Length** percentage arrow buttons to scale the length (Y axis) of the image.

   Note: You can also touch one of the **Presets**.

   d. To center the image on the page, touch **Auto Center**.
   e. Touch **Save**.

Selecting the Tray to Use for Copies

To make copies on letterhead, colored paper, different paper sizes, or transparencies, select a paper tray loaded with the desired media.

To select the tray to use:

1. Touch **Copy** on the touch screen.
2. Touch the desired tray under **Paper Supply**.
3. To use another tray:
   a. Touch **More**.
   b. Touch the desired tray.
   c. Touch **Save**.

   Note: **Auto Select** allows the printer to automatically use trays containing the correct paper size using the printer default settings for type and color.

Specifying 2-Sided Originals or Copies

The document feeder and the document glass can be used to copy one or both sides of 2-sided originals.

To copy both sides of a 2-sided original:

1. Touch **Copy** on the touch screen.
2. Under **2-Sided Copying**, touch **2 –> 2 Sided**.
3. Press the green **Start** button.

The document feeder automatically copies both sides of the 2-sided original.

Note: When using the document glass for 2-sided copying, a message appears at the top of the touch screen when it is time to place the next original on the glass.

Other options are available under 2-Sided Copying:

- **1 –> 1 Sided**: Scans only one side of the originals and produces 1-sided copies.
- **1 –> 2 Sided**: Scans only one side of the originals and produces 2-sided copies.
- **2 –> 1 Sided**: Scans both sides of the originals and produces 1-sided copies.
- If you selected 2-sided copies and you want the images on side 2 to be rotated 180 degrees, touch **Rotate Side 2**.

Collated Copies

You can choose to have multi-page copy jobs automatically collate. For example, when making three 1-sided copies of a six-page document, the copies are printed in this order:

1, 2, 3, 4, 5, 6; 1, 2, 3, 4, 5, 6; 1, 2, 3, 4, 5, 6

To choose collated copies:

1. Touch **Copy** on the touch screen.
2. Under **Copy Output**, touch **Collated**.

Uncollated Copies

Uncollated copies are printed in this order:

1, 1, 1, 2, 2, 2, 3, 3, 3, 4, 4, 4, 5, 5, 5, 6, 6, 6

To choose uncollated copies:

1. Touch **Copy** on the touch screen.
2. Under **Copy Output**, touch **More**.
3. Under **Collation**, touch **Uncollated**.
4. Touch **Save**.

Stapling Copies

If your printer has the Advanced Finisher, the Professional Finisher, or the Light Production Finisher, copies can be automatically stapled.

To select stapling:

1. Touch **Copy** on the touch screen.
2. Under **Copy Output**, touch **1 Staple (Portrait)** or **1 Staple (Landscape)**.
3. For additional stapling options, touch **More**.

   Note: Stapling options are dependent upon paper feed orientation (short edge or long edge). If the desired stapling option is unavailable, touch **Paper Supply**, then choose the appropriate tray. Touch the help button for details.

   a. Under Staple, touch **1 Staple, 2 Staples** or **4 staples**. The screen shows the location of the staple on the page.
   b. Touch **Original Orientation** to change page orientation. If necessary, touch **Paper Supply** to select the tray loaded with the required paper.
   c. Touch **Save**.

Folding Copies

If your printer has the Professional Finisher or the Light Production Finisher, copies can be automatically folded.

The Professional Finisher provides the following folding capabilities:

- No folding
- Single fold

The Light Production Finisher provides the following folding capabilities:

- No folding
- Single fold
- C fold (optional)
- Z Fold for 8.5 x 11 in./A4 paper (optional)
- Z Fold half sheet for 11 x 17 in./A3/JIS B4 paper (optional)

Notes:

- Folding options are dependent upon paper size and feed orientation.The paper must be fed short edge. If the folding button or the desired folding option is unavailable, touch **Paper Supply**, then choose the appropriate tray. Touch the help button for details.
- To mix Z Fold half sheet (11 x 17 in./A3 paper) with non-folded 8.5 x 11 in./A4 paper to create a pullout, use Build Job. For details, see Building a Job on page 107.

1. Touch **Copy** on the touch screen.
2. Touch **Folding** under Copy Output, then touch **Single Fold**.
3. Under Fold Pages, touch **Individually** to fold and stack each page separately, or touch **Together as a Set**. If desired, when Together as a Set is selected, touch **Booklet Staple** to staple the pages at the fold.
4. Touch **Save**.

Advanced Folding Settings

Additional options can be selected when making folding settings. On the Folding screen, touch **Advanced Settings**, then choose from the following:

1. Originals
   - **Standard**: Images are printed full size
   - **Booklet Format**: Images are reduced and printed in booklet format
2. Side 1 Image
   - **Image Inside Fold**: The side 1 image is printed inside the fold.
   - **Image Outside Fold:** The side 1 image is printed outside the fold.
3. Collation
   - **Collated**: See Collated Copies on page 93
   - **Uncollated**: See Uncollated Copies on page 94

Hole Punching Copies

If your printer has the Advanced Finisher, the Professional Finisher or the Light Production Finisher, copies can be automatically hole punched.

Note: Hole punch options are dependent on paper size and feed orientation.The paper can be fed short edge or long edge. If the desired hole punch option is unavailable, touch **Paper Supply**, then choose the tray containing the paper in the correct orientation.

1. Touch **Copy** on the touch screen.
2. Under Copy Output, touch **More**.
3. Under Hole Punch, touch **2 Hole Punch**, **3 Hole Punch**, or **4 Hole Punch**.

   Note: Hole punch settings vary based on printer configuration.
4. Touch **Save**.

Booklet Creation

Copies can be printed in the form of a booklet. The page images are reduced to print two images per side of each printed page. The pages can then be folded and stapled manually, or with the appropriate finisher, they can be folded and stapled automatically. For details, see Creating Booklets on page 101.

Image Quality Adjustments

Use the **Image Quality** tab to change the following image quality settings:

- Specifying the Original Type on page 96
- Adjusting the Darkness, Sharpness, and Saturation on page 97
- Automatically Suppressing Background Variations on page 97
- Adjusting the Contrast on page 97
- Selecting Color Presets on page 98
- Adjusting the Color Balance on page 98

Specifying the Original Type

The printer optimizes the image quality of the copies based on the type of images in the original document and how the original was created.

To specify the original type:

1. Touch **Copy** on the touch screen, then touch the **Image Quality** tab.
2. Touch **Original Type**.
3. In the **Original Type** window:
   a. On the left side of the window, touch the content type of the original document.
   b. If known, select how the original was produced.
   c. Touch **Save**.

Adjusting the Darkness, Sharpness, and Saturation

You can lighten or darken copies and adjust the sharpness and saturation.

To adjust these image options:

1. On the touch screen, touch **Copy**, then touch the **Image Quality** tab.
2. Touch **Image Options**.
3. In the **Image Options** window:
   a. Move the **Lighten/Darken** pointer up or down to lighten or darken the image.
   b. Move the **Sharpness** pointer up or down to sharpen or soften the image.
   c. Move the **Saturation** pointer up or down to make the image colors more or less vivid.
   d. Touch **Save**.

Automatically Suppressing Background Variations

When you are using originals printed on thin paper, text or images printed on one side of the paper can sometimes be seen on the other side of the paper. To prevent this from happening in your copy, use the **Auto Suppression** setting to minimize the sensitivity of the printer to variations in light background colors.

To change this setting:

1. Touch **Copy** on the touch screen, then touch the **Image Quality** tab.
2. Touch **Image Enhancement**.
3. Under **Background Suppression,** touch **Auto Suppression**.
4. Touch **Save**.

Adjusting the Contrast

Contrast is the difference between light and dark areas in an image. To reduce or increase the contrast of the copies:

1. Touch **Copy** on the touch screen, then touch the **Image Quality** tab.
2. Touch **Image Enhancement**.
3. Do one of the following:
   - Touch **Auto Contrast** to allow the printer to set the contrast.
   - Touch **Manual Contrast**, then move the **Contrast** pointer up or down to increase or decrease contrast. If you select **Normal**, the middle position on the slider, no changes are made to the contrast.
4. Touch **Save**.

Selecting Color Presets

If you have a color original, you can adjust the color using presets called **Color Effects**. For example, the copy colors can be adjusted to be brighter or cooler.

To select a color preset:

1. On the touch screen, touch **Copy**, then touch the **Image Quality** tab.
2. Press the **Color Presets** button.
3. Touch the desired color preset. The sample images show how the colors are adjusted.
4. Touch **Save**.

Adjusting the Color Balance

If you have a color original, you can adjust the balance of the primary printing colors between cyan, magenta, yellow and black before you print your copy.

To adjust the color balance:

1. Touch **Copy** on the touch screen, then touch the **Image Quality** tab.
2. Touch **Color Balance**.
3. To adjust the density levels of all four primary colors:
   a. Select **Basic Color** on the **Color Balance** window.
   b. Move the slider to adjust the level for each color.
4. To adjust the highlight, midtone, and shadow density levels by color:
   a. Touch **Advanced Color**.
   b. Touch the desired color.
   c. Move the sliders to adjust the levels for highlights, midtones, and shadows.
   d. Repeat steps 4b and 4c for additional colors.
5. Touch **Save**.

Layout Adjustments

Use the Layout Adjustment tab to change the following settings:

- Specifying the Orientation of the Original on page 99
- Specifying the Original Size on page 99
- Book Copying on page 99
- Shifting the Image on page 100
- Erasing the Edges of a Copy on page 100
- Inverting the Image on page 101

Specifying the Orientation of the Original

If you plan to have the copies automatically stapled, specify the orientation:

1. On the touch screen, touch **Copy**, then touch the **Layout Adjustment** tab.
2. Touch **Original Orientation**, then touch the desired orientation.
   a. **Upright Images** and **Sideways Images** refer to the direction the originals are loaded in the document feeder.
   b. **Portrait Originals** and **Landscape Originals** refer to the images on the originals.
3. Touch **Save**.

Specifying the Original Size

To specify the original size so that the correct area is copied:

1. On the touch screen, touch **Copy**, then touch the **Layout Adjustment** tab.
2. Touch **Original Size**.
   a. Touch **Auto Detect** to allow the printer to automatically determine the size of the originals.
   b. Touch **Preset Scan Areas** to specify the area to copy if it matches a standard paper size. Touch the desired paper size in the scrolling list.
   c. Touch **Custom Scan Area**, then touch the arrows to manually specify the height and width to be copied.
   d. Touch **Mixed Size Originals** to copy standard size originals of different sizes. Use the diagram on the screen to determine which original sizes can be mixed in the same copy job.
3. Touch **Save**.

Book Copying

When copying a book, magazine, or other bound document, you can copy either the left or right page, or both pages onto a single sheet of paper.

Note: You must use the document glass to make copies from books, magazines, or other bound documents. Do not place bound originals in the document feeder.

To copy images from a book:

1. On the touch screen, touch **Copy**, then touch the **Layout Adjustment** tab.
2. Touch **Book Copying**.
3. Touch **Off** to copy both pages of an open book as one image on a single sheet of paper.
4. Touch **Both Pages** to copy the left and the right pages of an open book onto two sheets of paper:
   If Binding Edge Erase is required, touch the arrows.
5. Touch **Left Page Only** to copy only the left page of an open book on a single sheet of paper:
   If Binding Edge Erase is required, touch the arrows.
6. Touch **Right Page Only** to copy only the right page of an open book on a single sheet of paper:
   If Binding Edge Erase is required, touch the arrows.
7. Touch **Save**.

Shifting the Image

You can change the placement of the image on the copy page. This is useful if the image size is smaller than the page size.

Originals must be positioned correctly for image shift to work correctly. For details, see Basic Copying on page 90.

- Document feeder: position originals faceup, left (long) edge entering the feeder first.
- Document glass: position originals facedown, in the back-left corner of the document glass, long edge to the left.

To change image placement:

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.
2. Touch **Image Shift**.
3. Touch **Auto Center** to center the image on the page.
4. To specify the position of the image:
   a. Touch **Margin Shift**.
   b. Touch the arrow buttons to specify the amount of Up/Down and Left/Right shift for Side 1.
   c. For 2-sided copies, touch the arrow buttons to specify the amount of Up/Down and Left/Right shift for Side 2 or select **Mirror Side 1**.

   Note: If preset values were previously saved by the system administrator, select the preset in the lower-left corner of the window.
5. Touch **Save**.

Erasing the Edges of a Copy

You can erase content from the edges of your copies by specifying the amount to erase on the right, left, top, and bottom edge.

To erase edges on copies:

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.
2. Touch **Edge Erase**.
3. To erase all the edges by the same amount:
   a. Touch **All Edges**.
   b. Touch the arrow buttons to specify the amount to erase from all edges on Side 1.
4. To specify different amounts for the edges:
   a. Touch **Individual Edges**.
   b. Touch **Side 1**, then touch the arrow buttons to specify the amount to erase from each edge.
   c. Touch **Side 2**, then touch the arrow buttons to specify the amount to erase from each edge on Side 2 or touch **Mirror Side 1**.

   Note: If preset values were previously saved by the system administrator, such as Hole Punch erase, touch the preset in the lower-left corner of the window.
5. Touch **Save**.

Inverting the Image

Originals can be printed as mirror images; this reflects each image left to right on the page.

Originals can be printed as negative images; the positive image is printed as a negative.

To invert images:

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.
2. Touch **Invert Image**.
3. To mirror images, touch **Mirror Image**. The default is **Normal Image**, which does not mirror the images.
4. To create negative images, touch **Negative Image**. The default is **Positive Image**, which does not print the image as a negative.
5. Touch **Save**.

Output Format Adjustments

Use the Output Format tab to make the following changes:

- Creating Booklets on page 101
- Including Covers on page 102
- Chapter Start Pagination on page 103
- Adding Inserts on page 103
- Specifying Exception Pages on page 104
- Adding Annotations on page 105
- Inserting Transparency Separators on page 106
- Printing Multiple Images on a Page on page 106
- Repeating Images on a Sheet of Paper on page 107

Creating Booklets

Copies can be printed in the form of a booklet. The page images are reduced to print two images per side of each printed page. The pages can then be folded and stapled manually, or with the appropriate finisher, they can be folded and stapled automatically.

Note: In this mode, the printer does not print the copies until it has scanned all of the originals.

To create a booklet:

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.
2. Touch **Booklet Creation**, then touch **On**.
3. To Fold and Staple using the finisher:
   a. Touch **Fold & Staple**.
   b. To specify a specific tray, touch **Paper Supply**, touch the desired tray, then touch **Save**.
   c. To specify 2 sided originals, touch **Original Input**, then touch **2 Sided Originals**.

4. To fold only using the finisher:
   a. Touch **Fold Only**.
   b. To select a paper tray, touch **Paper Supply**, touch the desired tray, then touch **Save**.
   c. To specify 2 sided originals, touch **Original Input**, then touch **2 Sided Originals**.
5. Touch **Save**.

Including Covers

To add covers to a copy job, select different trays for the first and last page. Those trays can be loaded with heavier stock, color or pre-printed paper. The covers can be blank or printed.

Note: The paper used for the covers must be the same size as the paper used for the rest of the document.

To select the type of covers and the tray to use for the cover paper:

1. Touch **Copy** on the touch screen.
2. Under Paper Supply, touch the tray containing the paper for the body pages of the job.

   Note: If the paper supply is set to Auto Select, covers are disabled.
3. Touch the **Output Format** tab.
4. Touch **Special Pages**, then touch **Covers**.
5. To include both a front and back cover that use the same tray and printing option:
   a. Touch **Front & Back Same** under Covers Options.
   b. Touch a printing option for the covers: **Blank Cover**, **Print on Side 1**, **Print on Side 2**, or **Print on Both Sides**.
   c. If you selected **Print on Both Sides**, the image on Side 2 can be rotated 180 degrees by touching **Rotate Side 2**.
   d. Touch the tray containing the cover paper under Paper Supply, then touch **Save**.
6. To include a front and back cover that do not use the same tray or printing option:
   a. Touch **Front & Back Different**.
   b. Touch a printing option for the Front Cover: **Blank Cover**, **Print on Side 1**, **Print on Side 2**, or **Print on Both Sides**.
   c. If you selected **Print on Both Sides**, the image on Side 2 can be rotated 180 degrees by touching **Rotate Side 2**.
   d. Touch the tray containing the cover paper under Paper Supply, then touch **Save**.
   e. Touch a printing option for the Back Cover: **Blank Cover**, **Print on Side 1**, **Print on Side 2**, or **Print on Both Sides**.
   f. If you selected **Print on Both Sides**, the image on Side 2 can be rotated 180 degrees by touching **Rotate Side 2**.
   g. Touch the tray containing the cover paper under Paper Supply, then touch **Save**.

7. To include only a front cover or only a back cover:
   a. Touch **Front Cover Only** or **Back Cover Only**.
   b. Touch a printing option for the covers: **Blank Cover**, **Print on Side 1**, **Print on Side 2**, or **Print on Both Sides**.
   c. If you selected **Print on Both Sides**, the image on Side 2 can be rotated 180 degrees by touching **Rotate Side 2**.
   d. Touch the tray containing the cover paper under Paper Supply.
8. Touch **Save**. The cover settings are displayed in the **Special Pages** window.

   Note: To edit or delete a cover, touch the cover in the list, then touch the desired operation in the drop-down menu.
9. Touch **Save** on the Special Pages window.

Chapter Start Pagination

To set each chapter to start on the front or back of a page, when you copy 2-sided, define the chapter's starting page number. If necessary, one side of the paper is left blank so that the chapter starts on the requested side of the paper.

To set the start side of particular pages:

1. Touch **Copy** on the touch screen.
2. Under Paper Supply, touch the tray containing the paper for the body pages of the job.

   Note: If the paper supply is set to Auto Select, Chapter Start is disabled.
3. Touch the **Output Format** tab.
4. Touch **Special Pages**, then touch **Chapter Starts**.
5. Touch the **Page Number** box, then use the alphanumeric keypad to enter the page number.
6. Touch either **On Right Page**, the front side of the paper, or **On Left Page**.
7. Touch **Add**. That page is added to the list on the right of the window.
8. Repeat steps 5 to 7 for other pages to be set.
9. Touch **Close**. The page settings are displayed in the list on the right side of the **Special Pages** window.
10. Touch **Save**.

Adding Inserts

Blank or pre-printed sheets can be inserted at specific locations in your copy job. The tray to be used for the inserts can be specified.

Note: The paper used for the inserts must have the same width as the paper used for the rest of the document. Inserts cannot be added if Booklet Creation is selected.

To add inserts:

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.

   Note: If the paper supply is set to Auto Select, inserts cannot be added.
2. Touch **Special Pages**, then touch **Inserts**.

3. Touch the **After Page Number** box, then use the alphanumeric keypad to enter the page number.
4. Touch the **Insert Quantity** arrow buttons to specify the number of sheets to be inserted at that location.
5. To specify the paper tray to be used for the insert:
   a. Touch **Paper Supply**.
   b. Touch the desired tray.
   c. Touch **Save**.
6. Touch **Add**. The insert appears in the list on the right of the window.
7. Repeat steps 3 to 6 to add additional inserts.
8. Touch **Close**. The inserts are displayed in the list on the right side of the **Special Pages** window.

   Note: To edit or delete an insert, touch the insert in the list, then touch the desired operation in the drop-down menu.
9. Touch **Save**.

Specifying Exception Pages

Exception pages can be printed in a copy job using paper from a different tray.

Notes:

- The paper used for the exception pages must be the same size as the paper used for the rest of the document.
- Exception pages cannot be added if Booklet Creation is selected.

To select the exception pages:

1. On the touch screen, touch **Copy**, then touch the **Output Format** tab.

   Note: If the paper supply is set to Auto Select, exception pages are disabled.
2. Touch **Special Pages**, then touch **Exceptions**.
3. Using the alphanumeric keypad, enter the starting value for the range of the pages to be printed on paper from another tray. To enter the end of the range, touch the end range box, then enter the value using the alphanumeric keypad. To specify a single page as an exception, enter its number as the start and end of the range.
4. To specify the paper used for the exception pages:
   a. Touch **Paper Supply**.
   b. Touch the tray containing paper for the exception pages.
   c. Touch **Save**.
5. Touch **Add**. The exception pages are added to the list on the right of the window.
6. Repeat steps 3 to 5 to add additional exception pages.
7. Touch **Close**. The exception pages are displayed in the list.

   Note: To edit or delete an exception page, touch the page in the list, then touch the desired operation in the drop-down menu.
8. Touch **Save**.

Adding Annotations

Annotations, such as page numbers and the date, can be automatically added to copies.

Notes:

- Annotations are not added to covers, tabs, inserts, or blank chapter start pages.
- Annotations cannot be added if Booklet Creation is selected.

To add annotations:

1. On the touch screen, touch **Copy**, then touch the **Output Format** tab.
2. Touch **Annotations**.
3. To insert page numbers:
   a. Touch **Page Numbers**, then touch **On**.
   b. Touch **Apply To** to include the page number on all pages or all pages except the first.
   c. Touch the **Starting Page Number** box, then use the alphanumeric keypad to enter the page number.
   d. Under Position, touch an arrow to position the page number in the header or footer.
   e. Touch **Save**. The **#** symbol is shown on the sample page(s).
   f. To change the text formatting, touch **Format & Style**, choose settings, then touch **Save**.
4. To insert a comment:
   a. Touch **Comment**, then touch **On**.
   b. Touch **Apply To** to include the comment on all pages, all pages except the first, or the first page only.
   c. Touch an existing comment. To create a new comment, touch a blank row, enter the text for the comment, up to 50 characters, using the touch screen keyboard, then touch **Save**.
   d. Under Position, touch an arrow to position the selected comment in the header or footer.
   e. Touch **Save**. The comment location is shown on the sample page(s).
   f. To change the text formatting, touch **Format & Style**, choose settings, then touch **Save**.
5. To insert the current date:
   a. Touch **Date**, then touch **On**.
   b. Touch **Apply To** to include the date on all pages, all pages except the first page, or the first page only.
   c. Under Position, touch an arrow button to position the date in the header or footer.
   d. Touch **Save**. The date location is shown on the sample page(s).
   e. To change the text formatting, touch **Format & Style**, choose settings, then touch **Save**.

6. To insert a Bates Stamp:
   a. Touch **Bates Stamp**, then touch **On**.
   b. Touch the **Starting Page Number** box, then use the alphanumeric keypad to enter the starting page number. Leading zeros can be included.
   c. Touch **Apply To** to include the **Bates Stamp** on all pages or all pages except the first page.
   d. Touch an existing prefix in the list. To create a new prefix, touch a blank row, enter the text for the prefix, up to 8 characters, using the touch screen keyboard, then touch **Save**.
   e. Under Position, touch an arrow button to position the Bates Stamp in the header or footer.
   f. Touch **Save**. The Bates Stamp location is shown on the sample page(s).
   g. To change the text formatting, touch **Format & Style**, choose settings, then touch **Save**.
7. Touch **Save**.

Inserting Transparency Separators

Blank sheets of paper can be automatically inserted between each printed transparency. The size and orientation of the separators must be the same as the transparencies.

Note: If the paper supply is set to Auto Select, transparency separators cannot be selected.

To select transparency separators:

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.
2. Touch **Transparency Separators**, then touch **On**.
3. Under Separator Supply, touch the tray containing the paper to use for the separators. If the tray containing the separator paper is not displayed, touch **More**, touch the desired tray, then touch **Save**.
4. Under Transparency Supply, touch the tray containing the transparencies. If the tray containing the transparencies is not displayed, touch **More**, touch the desired tray, then touch **Save**.
5. Touch **Save**.

Printing Multiple Images on a Page

You can copy a single image that prints several times onto one side of a sheet of paper. The size of the images are reduced proportionally to fit on the paper.

To print multiple original images on a sheet:

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.
2. Touch **Page Layout**, then touch **Pages per Side**.
3. Touch the number of original pages for each side of the paper. To specify a different number:
   a. Touch **Specify Rows & Columns**.
   b. Touch the arrow buttons to change the number of rows.
   c. Touch the arrow buttons to change the number of columns.

   Note: The right side of the window contains a diagram of the image layout.
4. Touch **Original Orientation**, then touch **Portrait Originals** or **Landscape Originals**.
5. Touch **Save**.

Repeating Images on a Sheet of Paper

Several copies of one original image can be copied onto one side of a sheet of paper. This is useful in making multiple copies of a small image.

To repeat an image on a sheet:

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.
2. Touch **Page Layout**, then touch **Repeat Image**.
3. Touch the appropriate button to repeat the image two, four, six, or nine times on each side of the paper.

   Note: The right side of the window contains a diagram of the image layout.
4. To specify a different number:
   a. Touch **Specify Rows & Columns**.
   b. Touch the arrow buttons to change the number of rows.
   c. Touch the arrow buttons to change the number of columns.

   Note: The right side of the window contains a diagram of the image layout.
5. Touch **Auto Repeat** to allow the printer to automatically determine the maximum number of rows and columns that can be placed on the currently selected paper size.
6. Touch **Original Orientation**, then touch **Portrait Originals** or **Landscape Originals**
7. Touch **Save**.

Advanced Copying

Use the **Job Assembly** tab to change the following settings:

- Building a Job on page 107
- Printing a Sample Copy on page 108
- Saving Copy Settings on page 109
- Retrieving Saved Copy Settings on page 109

Building a Job

Complex copy jobs that include a variety of originals requiring different copy settings can be produced using this feature. Each “segment” can have different copy settings. After all segments are programmed and scanned (the page images are stored temporarily in the printer), the complete copy job is printed.

To build a copy job:

1. Touch **Copy** on the touch screen.
2. Program and scan the first segment:
   a. Load the originals for the first segment.
   b. Touch the desired copy settings (layout adjustments, image adjustments, etc.), for the first segment.
   c. Touch the **Job Assembly** tab.
   d. Touch **Build Job**, then touch **On**.
   e. Press the green **Start** button on the control panel to scan the first set of originals.
3. Program and scan additional segments:
   a. Load the originals for the next segment.
   b. When the **Build Job** window appears, touch **Program Next Segment** in the upper-right corner of the window.
   c. Using the appropriate tabs, touch the required settings for that segment.
   d. Press the green **Start** button to scan the originals for that segment.
4. Repeat step 3 for each remaining segment.
5. When all of the segments have been programmed and scanned:
   a. If the **Build Job** window is not visible on the display screen, touch the **Job Assembly** tab, then touch **Build Job**.
   b. Using the alphanumeric keypad, enter the number of copies in the **Quantity for Final Job** box.
   c. Touch the **Print the Job** button in the upper-right corner of the **Build Job** window.

   The Job Progress window displays. If necessary, the job can be cancelled by touching **Delete**.

Printing a Sample Copy

With a complicated copy job, it can be helpful to print a test copy before printing multiple copies. This feature prints a single copy and holds the remaining copies. After inspection of the sample, the remaining copies can be printed (using the same settings), or cancelled.

> Note: The sample copy is not counted as part of the total quantity selected. For example, when copying a book, if three is entered as the number of desired copies; one copy of the book will be printed, and three other copies will be held until they are released for printing (four copies total).

To print the sample copy:

1. Touch **Copy** on the touch screen, then touch the desired copy settings.
2. Touch the **Job Assembly** tab.
3. Touch **Sample Job**, then touch **On**.
4. Touch **Save**.
5. Press the green **Start** button on the control panel. The sample set is printed.

To print the remaining copies or delete the job:

1. To release and print the remaining copies of the job, touch **Release**.
2. If the sample copy is unsatisfactory, touch **Delete**.

Saving Copy Settings

To use a particular combination of copy settings for future copy jobs, the settings can be saved with a name and retrieved for later use with other copy jobs.

To save the current copy settings:

1. On the touch screen, touch **Copy**.
2. Touch the **Job Assembly** tab, then touch **Save Current Settings**.
3. Under Setting, touch the down arrow button and select one of the available rows from the list.

   Note: If an existing row is selected, its saved settings can be replaced with the current settings, or the saved settings in that row can be deleted.
4. Enter a name for the saved settings using the touch screen keyboard.
5. Touch **Save**.

Retrieving Saved Copy Settings

You can retrieve and use any previously saved copy settings for current jobs.

Note: To save the copy settings with a name, see Saving Copy Settings on page 109.

To retrieve saved settings:

1. On the touch screen, touch **Copy**.
2. Touch the **Job Assembly** tab, then touch **Retrieve Saved Settings**.
3. Touch the desired saved setting.

   Note: To delete a saved setting, touch it, then touch the **Delete Settings** button.
4. Touch **Load Settings**. The saved settings are loaded for the current copy job.

Scanning

6

This chapter includes:

- Scanning Overview on page 112
- Loading Original Documents on page 113
- Scan to a Folder on page 114
- Scan to a Network File Repository on page 116
- Scan to an Email Address on page 117
- Scan to Home on page 119
- Using the Xerox Scan Utility on page 120
- Setting Scan Options on page 132

See also:

System Administrator Guide at www.xerox.com/office/WC7755_WC7765_WC7775docs for details on setting up scanning.

Scanning Overview

Scanning is an optional printer feature providing several methods for scanning and storing an original document. The scanning procedure used with the WorkCentre 7755/7765/7775 differs from that of desktop scanners. Because the printer is normally connected to a network rather than directly to a single computer, you select a destination for the scanned image at the printer.

The printer supports the following scanning capabilities:

- Scan a document and store the image on the printer's hard drive.
- Scan original document to a document repository on a network server.
- Scan original document to an email address.
- Scan original document to your home directory.
- Create scan templates and download scanned images to your computer using Xerox Scan Utility.
- Import scanned images into applications using TWAIN and WIA.

  Notes:

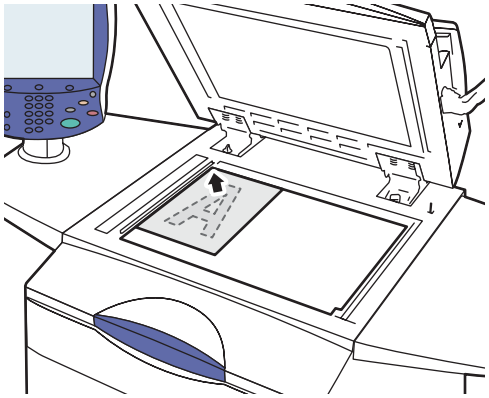
  - The printer must be connected to a network to retrieve a scan file.
  - Scanning must be enabled before use. For details, see the *System Administrator Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs or CentreWare IS help.
  - Print, copy, and fax jobs can print while you are scanning original documents or downloading files from the printer's hard drive.

Loading Original Documents

All scanning tasks begin with loading the original document in the printer. Use the document glass for single page jobs, or originals that will not feed through the document feeder. Use the document feeder for multiple or single page jobs.

Using the Document Glass

Lift the document feeder cover and place the original facedown, towards the back, left corner of the document glass as shown.



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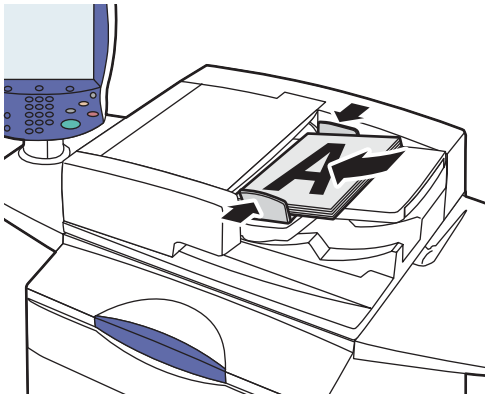
Using the Document Feeder

Insert originals faceup. Adjust the paper guides so they fit against the originals.



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Scan to a Folder

This section includes:

- Scanning to the Public Folder on page 114
- Retrieving Scan Files to Your Computer Using CentreWare IS on page 115
- Using a Private Folder on page 115

Scanning to a folder is the simplest scanning method. A folder is storage space in the printer's internal hard drive. When you scan a document at the printer, the scan file is stored in folder on the hard drive. You then retrieve the stored scan file to your computer using CentreWare IS.

The printer provides a Public Folder to store scanned images. This folder is available to all users without requiring a password. Your scanned documents can be viewed by all users. If desired, you can create a password-protected private folder accessible only by you. See Using a Private Folder on page 115.

Note: Scanning to a folder must be enabled by the system administrator.

Scanning to the Public Folder

Documents can be scanned to, and retrieved from, the folder without a password.

1. Load the original on the document glass or in the document feeder.
2. Press the **Services Home** button.
3. On the touch screen, touch **Workflow Scanning**.
4. From **All Templates**, touch **_PUBLIC**.

   Notes:

   - When you scan a document to a folder, the default settings create a 1-sided, color PDF document. These settings can be changed using the printer's control panel, or at your computer using CentreWare IS.
   - Settings chosen using CentreWare IS can be overridden using the printer's touch screen.
5. To change any of the scan settings, use the four buttons at the bottom of the touch screen: **Output Color**, **2-Sided Scanning**, **Original Type** and **Scan Presets**, to select the desired options for the scan. For details, see Setting Scan Options on page 132.
6. Press the green **Start** button. The Job Progress screen appears on the printer's control panel.

When the scan is complete, the printer's touch screen will redisplay the Workflow Scanning tab. The file is stored in the Public folder on the printer's hard drive. You can then retrieve the file to your computer using CentreWare IS.

Retrieving Scan Files to Your Computer Using CentreWare IS

Scanned files are retrieved by copying them from the printer to your computer's hard drive.

1. At your computer, launch your Web browser.
2. Type the printer's IP address into the Web browser's address bar, then press **Enter** to open CentreWare IS.

   Note: If you don't know your printer's IP address, see Finding The Printer's IP Address on page 38.
3. Click the **Scan** tab.
4. In the **Display** section, click the **Mailboxes** button.
5. In the **Scan to Mailbox** section, click **Default Public Folder**. The **Folder Contents** window contains your image file.

   Note: If your image file is not displayed, click **Update View**.
6. In the **Action** section, select one of the following options, then click the **Go** button:
   - **Download**: saves a copy of the file to your computer. When prompted, click **Save**, then choose where you wish the file to be saved on your computer. You can then open the file or close the dialog box.
   - **Reprint**: prints the file on the printer without saving a copy of the file to your computer.
   - **Delete**: deletes the file from the mailbox. When prompted, click **OK** to delete the file or **Cancel:** cancel the operation.

Using a Private Folder

Your system administrator may have created private folders on the printer. A private folder may require the use of a password. After selecting the private folder, touch **Enter Password for Folder**, then enter the password for the folder using the touch screen keyboard.

You can use CentreWare IS to create a private folder yourself using the following procedure.

Creating a Private Folder

1. Launch your Web browser.
2. Type the printer's IP address into the Web browser's address bar, then press **Enter** to open CentreWare IS.

   Note: If you don't know your printer's IP address, see Finding The Printer's IP Address on page 38.
3. Click the **Scan** tab.
4. In the **Display** section, click the **Mailboxes** button.
5. In the **Scan to Mailbox** section, click **Create Folder**.
6. Enter a name for the folder and, if desired, create a password.
7. Click the **Apply** button.

Your private folder is now available for use, and will appear in the folder list in CentreWare IS and on the printer's touch screen under Local Templates, indicating that its contents will be stored locally on the printer's hard drive.

Scan to a Network File Repository

Scanning to a network file repository is a feature of Workflow Scanning. Documents you scan are sent to a document repository on a network server configured by your system administrator.

Note: Scanning to a network file repository must be enabled by your system administrator.

To use the scan to a network file repository feature:

1. On the printer's control panel, press the **Services Home** button.
2. Touch **Workflow Scanning**.
3. From **All Templates**, select the template created by your system administrator.

   Note: Templates must be created by the system administrator. For details, see the *System Administrator Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs.

4. The template defines the scan settings as well as the destination of the image. To change any of the scan settings, use the four buttons at the bottom of the control panel, **Output Color**, **2-Sided Scanning**, **Original Type** and **Scan Presets**, to select the desired options for the scan. For details, see Setting Scan Options on page 132.
5. Place the document original in the document feeder or on the document glass, then press the green **Start** button.

Scan to an Email Address

Scanning to an email address is a feature of Workflow Scanning. Scanned documents are sent as attachments to email.

Note: Scanning to an email address must be enabled by your system administrator.

To send a scanned image to an email address:

1. On the printer's control panel, press the **Services Home** button.
2. Touch the **E-Mail** icon.
3. To change the **From…** address, touch **From…**

   Note: The **From…** address was configured by your system administrator. You may or may not be able to change the **From…** address.

   Enter the email address using the touch screen keyboard, then touch **Save**.
4. Touch **New Recipient**.

   You can enter the full email address using the touch screen keyboard or by getting the email address from the Address Book. Enter the recipient name or part of the name, depending on how the address book is set up, then touch **Search**.
5. Touch **Add** to add the recipient to the list.
6. Repeat steps 4 to 5 to add additional recipients to the list. When all recipients have been added to the list, touch **Close**.
7. A default subject is provided for the email. To change the subject, touch **Subject**, then enter the new subject using the touch screen keyboard. When finished, touch **Save**.
8. Place the document original in the document feeder or on the document glass, then press the green **Start** button.

To send a scanned image to an email address in the Address Book:

1. On the printer's control panel, press the **Services Home** button.
2. Touch **E-mail**.
3. Touch **Address Book**.
4. Touch **Public** in the Address Book's drop-down list.
5. Enter the name of the recipient of your email.
6. Touch **Search**.
7. The public address book searches for the name and displays a list. Select the name from the list.
8. Touch **To:**, then touch **Close**.
9. Place the document to email in the document feeder or on the document glass, then press the green **Start** button.

   If desired, use the four buttons at the bottom of the touch screen: **Output Color**, **2-Sided Scanning**, **Original Type** and **Scan Presets**, to select the desired options for the scan.

See also:

Setting Scan Options on page 132

Setting Email Options

You can override the template settings and change the following email settings:

- File Name
- File Format
- Message
- Reply To

To change the File Name, Message or Reply to email options:

1. On the printer's control panel, touch the **Services Home** button.
2. Touch **E-Mail**, then touch the **E-mail Options** tab.
3. Touch **File Name**, **Message**, or **Reply to**, then delete or modify the default text using the touch screen keyboard.
4. Touch **Save**.

To change the file format:

1. On the printer's control panel, press the **Services Home** button.
2. Touch **E-Mail**, then touch the **E-mail Options** tab.
3. Touch **File Format**, then select the desired file type. Each file format is described when selected.
4. Touch **Save** to accept the file format.

Scan to Home

The Scan to Home feature allows you to scan a document to your home directory.

Note: Scan to Home must be enabled by your system administrator.

To use the Scan to Home feature:

1. On the printer's control panel, press the **Services Home** button.
2. From **All Templates**, select the template created by your system administrator.
3. The template defines the scan settings as well as the destination of the image. To change any of the scan settings, touch the four buttons at the bottom of the touch screen, **Output Color**, **2-Sided Scanning**, **Original Type** and **Scan Presets**, to select the desired options for the scan. For details, see Setting Scan Options on page 132.
4. Place the document original in the document feeder or on the document glass, then press the green **Start** button.

Using the Xerox Scan Utility

This section includes:

- Scanning Using the Xerox Scan Utility on page 120
- Creating Scan Templates on page 121
- Deleting Scan Templates on page 123
- Managing Xerox Scan Utility Folder and Email Profiles on page 124
- Importing Scanned Files into an Application on page 129

The Xerox Scan Utility (XSU) allows you to scan images from the printer directly to your computer. Scanned images are not stored in the printer. Using XSU, you can create scan templates, preview images, copy images to a folder on your computer, and copy images to email.

Note: You must install the scan drivers to use the Xerox Scan Utility. For details, see the *System Administrator Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs.

Scanning Using the Xerox Scan Utility

At the printer, load your original on the document glass or in the document feeder.

1. Press the **Services Home** button.
2. On the touch screen, touch **Workflow Scanning**.
3. From **All Templates**, select your template in the list. To create a template, see Creating Scan Templates on page 121.

   Note: Settings chosen using CentreWare IS can be overridden using the printer's touch screen.
4. The **Workflow Scanning** screen appears. To change any of the scan settings, use the four buttons at the bottom of the touch screen, **Output Color**, **2-Sided Scanning**, **Original Type** and **Scan Presets**, to select the desired options for the scan. For details, see Setting Scan Options on page 132.
5. Press the green **Start** button. The **Job Progress** screen is displayed on the printer's touch screen. When the scan is complete, the printer's touch screen will redisplay the **Workflow Scanning** tab. Your file is stored in the selected folder on the destination computer's hard drive.

   Notes:

   - A password may be required when scanning to a template. Contact your system administrator.
   - If scanning fails, a confirmation page will print. If the scan completes successfully, the page will not print. For details, see the *System Administrator Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs.

Creating Scan Templates

This section includes:

- Creating a Template with an Image View Setting on page 121
- Creating a Template to Scan Images Directly to a Folder on page 122
- Template File Formats and Names on page 123
- Creating Unique Image File Names on page 123

Scan templates contain file type, resolution, and document original size settings. You can specify additional settings to retain thumbnail images, or you can select a folder destination so that when images are scanned, they are automatically copied into a designated folder on your computer.

You must create a scan template before you can download images to your computer or import images to applications using TWAIN or WIA.

Creating a Template with an Image View Setting

To create a new template or edit an existing template with the option to retain thumbnail images in the XSU:

1. Access the Xerox Scan Utility on your computer:
   - Windows: Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs**, or **Programs** if you are using Windows Classic View, select **Xerox Office Printing** > **Scanning** > **Xerox Scan Utility**.
   - Macintosh: Navigate to **Applications** > **Xerox** > **Xerox Scan Utility**, then double-click the **Xerox Scan Utility**.
2. Click the **Scan Settings** tab, then select the desired settings for the template: **Color**, **Black and White**, **Original Size**, **Resolution**, **Original Type**, **File Format**, and **Sides to Scan**.
3. Click the **Preview image in Xerox Scan Utility** option to view the scanned image in both the Scan to Email and Copy to Folder tabs. From these tabs you can select the appropriate folder or email profile settings to use with your scanned images.
4. Select one of the following options:
   - To create a new template for the settings you selected, type the name for the new template in the Saved Template Settings field.
   - To edit an existing template with the settings you selected, select a template from the list displayed in the Saved Template Settings drop-down list.
5. Edit the settings, then click **Save** to save the settings for the template.

   Note: Spaces are not permitted in template names.

The template will now appear in the list of templates on the **Workflow Scanning** tab on the printer's touch screen.

Creating a Template to Scan Images Directly to a Folder

To create a template that places scanned images in a specific folder destination on your computer:

1. Access the Xerox Scan Utility on your computer:
   - Windows: Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs**, or **Programs** if you are using Windows Classic View, select **Xerox Office Printing** > **Scanning** > **Xerox Scan Utility**.
   - Macintosh: Navigate to **Applications** > **Xerox** > **Xerox Scan Utility**, then double-click the **Xerox Scan Utility**.
2. Click the **Scan Settings** tab, then select the desired settings for the template: **Color**, **Black and White**, **Original Size**, **Resolution**, **Original Type**, **File Format**, and **Sides to Scan**.
3. Click the **Send image directly to folder** option to send the scanned images directly to a designated folder without first viewing the images. Enter information in the following fields:
   a. To create a unique file name for one or more of the scanned images in the thumbnail view, enter a file name in the Base File Name field.
   b. Enter the folder path where you want to save the file in the Save To field, or click the **Browse** button to locate the folder.
   c. Select one of the following options:
      - Leave the **Save a copy in Xerox Scan Utility** option selected. This enables thumbnail views of the scanned images to remain in the **Copy to Folder** and **Scan to Email** tabs. This is the default setting.
      - Clear the check mark in the **Save a copy in Xerox Scan Utility** option. This turns off thumbnail views of the scanned images.
4. Select one of the following options:
   - To create a new template for the settings you selected: type the name for the new template in the **Saved Template Settings** field.
   - To edit an existing template with the settings you selected: Select a template from the list displayed in the **Saved Template Settings** drop-down list.
5. Click the **Save** button to save the settings for the new or revised template.

The template will now appear in the list of templates on the **Workflow Scanning** tab on the printer's touch screen.

Template File Formats and Names

Supported file types:

- JPEG
- Multi-page TIFF
- PDF
- PDF/A
- Single-page TIFF
- XPS

Unsupported file types:

- BMP
- GIF

Single-page File Naming Format (JPEG and Single-page TIFF): DOC_xxx_yyyy-mm-dd_hh-mm-ss.JPG (or .tif) where xxx = sequence (page) number, etc.

Multi-page File Naming Format (Multi-page TIFF, PDF, PDF/A, XPS): DOC_yyyy-mm-dd_hh-mm-ss.tif (or .pdf, or .xps).

Creating Unique Image File Names

When you assign a name to a scanned image, the image displays with the date and time the image was scanned appended to the name. For example:

- If you enter the name **report** as the name for an image that was scanned at 1:45:15 PM on July 1, 2008, the image name is: **report_2008-07-01_13.45.15.xxx**.
- If you enter the name **report** for several images that were scanned at varying times on July 1, 2008, the names are: **report_2008-07-01_13.45.15.xxx**, **report_2008-07-01_13.45.25.xxx**, and **report_2008-07-01_13.47.32.xxx**. The date and time information is unique for all scanned images.

Deleting Scan Templates

To delete a scan template:

1. Access the Xerox Scan Utility on your computer:
   - Windows: Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs**, or **Programs** if you are using Windows Classic View, select **Xerox Office Printing** > **Scanning** > **Xerox Scan Utility**.
   - Macintosh: Navigate to **Applications** > **Xerox** > **Xerox Scan Utility**, then double-click the **Xerox Scan Utility**.
2. Click the **Scan Settings** tab.
3. Select the template you want to delete in the **Saved Template Settings** drop-down list.
4. Click the **Delete** button.
5. When prompted, confirm that you want to delete the template. The template will be deleted from the template list in Xerox Scan Utility and from the template list on the printer's touch screen.

Managing Xerox Scan Utility Folder and Email Profiles

This section includes:

- Creating or Editing Email Profiles on page 124
- Deleting Email Profiles on page 125
- Creating or Editing Folder Profiles on page 125
- Deleting Folder Profiles on page 126

With the Xerox Scan Utility, you can create profiles to be reused when sending scanned images as email attachments or when copying scanned images to specific folders. Profiles eliminate the need for re-entering the same email or folder destination information.

Creating or Editing Email Profiles

To create or revise an email profile:

1. Access the Xerox Scan Utility on your computer:
   - Windows: Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs**, or **Programs** if you are using Windows Classic View, select **Xerox Office Printing** > **Scanning** > **Xerox Scan Utility**.
   - Macintosh: Navigate to **Applications** > **Xerox** > **Xerox Scan Utility**, then double-click the **Xerox Scan Utility**.
2. Click the **Scan to Email** tab.
3. Select one of the following options:
   - To create a new profile, enter the name for the new profile in the Email Profiles field.
   - To edit an existing profile, select a profile from the list displayed in the Email Profiles drop-down list.
4. To create a unique name for one or more of the scanned images in the thumbnail view:
   a. Select the images, then enter a file name in the **Base Attachment Name** field.
   b. Enter the appropriate information in the To, CC, Subject, and Message fields.
5. Click the **Save** button to save the settings for the new or revised profile.

   Note: When you enter a name for images in the **Base Attachment Name** field, and save the profile, the file name is the name you entered and the unique date and time each image was scanned.

See also:

Creating Unique Image File Names on page 123

Deleting Email Profiles

To delete an email profile:

1. Access the Xerox Scan Utility on your computer:
   - Windows: Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs**, or **Programs** if you are using Windows Classic View, select **Xerox Office Printing** > **Scanning** > **Xerox Scan Utility**.
   - Macintosh: Navigate to **Applications** > **Xerox** > **Xerox Scan Utility**, then double-click the **Xerox Scan Utility**.
2. Click the **Scan to Email** tab.
3. Select the profile you want to delete in the **Email Profiles** drop-down list.
4. Click the **Delete** button.
5. When prompted, confirm that you want to delete the profile.

Creating or Editing Folder Profiles

To create or revise a folder profile:

1. Access the Xerox Scan Utility on your computer:
   - Windows: Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs**, or **Programs** if you are using Windows Classic View, select **Xerox Office Printing** > **Scanning** > **Xerox Scan Utility**.
   - Macintosh: Navigate to **Applications** > **Xerox** > **Xerox Scan Utility**, then double-click the **Xerox Scan Utility**.
2. Click the **Copy to Folder** tab.
3. Select one of the following options:
   - To create a new profile, enter the name for the new profile in the **Folder Profiles** field.
   - To edit an existing profile, select a profile from the list displayed in the **Folder Profiles** drop-down list.
4. To create a unique name for one or more of the scanned images in the thumbnail view:
   - Select the images, then enter a file name in the **Base File Name** field.
   - Enter the folder path where you want to save the file in the **Save To** field, or click the **Browse** button to locate the folder.
5. Click the **Save** button to save the settings for a new or revised profile.

   Note: When you enter a new file name for images in the Base File Name field, and the profile is saved, the new file name displays the name you entered and the unique date and time each image was scanned.

See also:

Creating Unique Image File Names on page 123

Deleting Folder Profiles

To delete a folder profile:

1. Access the Xerox Scan Utility on your computer:
   - Windows: Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs**, or **Programs** if you are using Windows Classic View, select **Xerox Office Printing** > **Scanning** > **Xerox Scan Utility**.
   - Macintosh: Navigate to **Applications** > **Xerox** > **Xerox Scan Utility**, then double-click the **Xerox Scan Utility**.
2. Click the **Copy to Folder** tab.
3. Select the profile you want to delete in the **Folder Profiles** drop-down list.
4. Click the **Delete** button.
5. When prompted, confirm that you want to delete the profile.

Using the Scan to Email and Copy to Folder Tools

Use the Scan to Email or Copy to Folder tools in the Xerox Scan Utility to attach scanned images to email messages or copy them to local or network folders.

This section includes:

- Scan to Email Tab on page 126
- Using an Email Profile for Scanned Image Attachments on page 126
- Selecting New Email Settings to Send Scanned Image Attachments on page 127
- Copy to Folder Tab on page 127
- Using a Folder Profile When Copying Scanned Images to a Folder on page 128
- Selecting New Folder Settings When Copying Scanned Images to a Folder on page 128
- Deleting Image Files Using the Xerox Scan Utility on page 129

Scan to Email Tab

When sending scanned images as attachments to email, you can use a saved email profile or manually enter one or more addresses, a subject and message text.

Using an Email Profile for Scanned Image Attachments

To send scanned images as attachments in an email using an email profile:

1. Access the Xerox Scan Utility on your computer:
   - Windows: Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs**, or **Programs** if you are using Windows Classic View, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
   - Macintosh: Navigate to **Applications** > **Xerox** > **Xerox Scan Utility**, then double-click the **Xerox Scan Utility**.
2. Click the **Scan to Email**.

3. Select one or more images you want to send in an email.
4. Select the profile you want to use from the **Email Profiles** drop-down list.

   The fields for **Attachment Base Name**, **To**, **CC**, **Subject**, and **Message** display information that applies to the saved profile.
5. If desired, enter a different name in the **Base Attachment Name** field and select new email settings. The Xerox Scan Utility adds the scan date and time information for each image to the end of the file name.

   Note: For example, if you scan an image at 10:15:07 AM on April 27, 2008, select PDF as the file name extension, then enter the new file name **report** in the **Base Attachment Name** field, the actual file name becomes: **report_2008-04-27_10.15.07.pdf**.
6. Click the **Copy to Email** button to open your email application. The selected images are attached to the email.
7. If desired, make additional changes to the email message, then send the email.

Selecting New Email Settings to Send Scanned Image Attachments

To send scanned images as attachments in an email without using a profile:

1. Access the Xerox Scan Utility on your computer:
   - Windows: Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs**, or **Programs** if you are using Windows Classic View) select **Xerox Office Printing** > **Scanning** > **Xerox Scan Utility**.
   - Macintosh: Navigate to **Applications** > **Xerox** > **Xerox Scan Utility**, then double-click the **Xerox Scan Utility**.
2. Click the **Scan to Email** tab.
3. Select one or more images you want to send in an email.
4. Enter a name in the **Base Attachment Name** field. The Xerox Scan Utility appends the scan date and time information for each image to the end of the file name.

   Note: For example, if you scan an image at 10:15:07 AM on April 27, 2008, select PDF as the file name extension, then enter the new file name **report** in the **Base Attachment Name** field, the actual file name becomes: **report_2008-04-27_10.15.07.pdf**.
5. Enter the appropriate information in the **To**, **CC**, **Subject**, and **Message** fields.
6. Click the **Copy to Email** button to open your email application. The selected images are attached to the email message.
7. If desired, make additional changes to the email message, and then send the email.

Copy to Folder Tab

When copying scanned images to a folder, you can use a folder profile that has been saved with specific settings.

Using a Folder Profile When Copying Scanned Images to a Folder

You can create a folder profile to save folder destinations that you frequently use. To copy scanned images to a folder using a folder profile:

1. Access the Xerox Scan Utility on your computer:
   - Windows: Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs**, or **Programs** if you are using Windows Classic View, select **Xerox Office Printing** > **Scanning** > **Xerox Scan Utility**.
   - Macintosh: Navigate to **Applications** > **Xerox** > **Xerox Scan Utility**, then double-click the **Xerox Scan Utility**.
2. Click the **Copy to Folder** tab.
3. Select one or more images you want to copy.
4. Select the profile you want to use from the list displayed in the **Folder Profiles** field drop-down list.
5. If desired, enter a different name in the **Base File Name** field and select a new folder location. The Xerox Scan Utility appends the scan date and time information for each image to the end of the file name.

   Note: For example, if you scan an image at 10:15:07 AM on April 27, 2008, select PDF as the file extension, then enter the new file name report in the **Base File Name** field, the actual file name becomes: **report_2008-04-27_10.15.07.pdf**.
6. Click the **Copy to Folder** button to copy the selected images to the folder.

Selecting New Folder Settings When Copying Scanned Images to a Folder

To copy scanned images to a folder without using a profile:

1. Access the Xerox Scan Utility on your computer:
   - Windows: Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs**, or **Programs** if you are using Windows Classic View, select **Xerox Office Printing** > **Scanning** > **Xerox Scan Utility**.
   - Macintosh: Navigate to **Applications** > **Xerox** > **Xerox Scan Utility**, then double-click the **Xerox Scan Utility**.
2. Click the **Copy to Folder** tab.
3. Select one or more images you want to copy to a folder.
4. Enter a name for the image in the **Base File Name** field. The Xerox Scan Utility appends the scan date and time information for each image to the end of the file name.

   Note: For example, if you scan an image at 10:15:07 AM on April 27, 2008, select PDF as the file name extension, then enter the new file name **report** in the **Base File Name** field, the actual file name becomes: **report_2008-04-27_10.15.07.pdf**.
5. Enter the folder path where you want to save the file in the **Save To** field, or click the **Browse** button to locate the folder.
6. Click the Copy to Folder button to copy the selected images to the folder.

Deleting Image Files Using the Xerox Scan Utility

Scanned images displayed in the Xerox Scan Utility are stored on your computer's hard drive. To delete scanned images that are no longer needed using the Xerox Scan Utility:

1. Access the Xerox Scan Utility on your computer:
   - Windows: Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs**, or **Programs** if you are using Windows Classic View, select **Xerox Office Printing** > **Scanning** > **Xerox Scan Utility**.
   - Macintosh: Navigate to **Applications** > **Xerox** > **Xerox Scan Utility**, then double-click the **Xerox Scan Utility**.
2. Click the **Scan to Email** or **Copy to Folder** tab.
3. Select the images you want to delete.
4. Click the **Delete Scanned Image** button.

Importing Scanned Files into an Application

You can import images scanned to your computer from your printer into Windows or Macintosh applications on your computer.

This section includes:

- Importing Scanned Images into a Windows Application (TWAIN) on page 129
- Using the WIA Image Manager in a Windows Application on page 130
- Using the Xerox Scan Utility in a Macintosh OS X Application (TWAIN) on page 131

Importing Scanned Images into a Windows Application (TWAIN)

To import images into an application for Windows 2000, Windows XP, Windows Vista and Windows Server 2003:

1. Open the file in which you want to place the image.
2. Select the application's menu item to acquire the image. For example, if you are using Microsoft Word 2003 to place an image in a document:
   a. Click **Insert**.
   b. Select **Picture**.
   c. Select **From Scanner or Camera**.
   d. Select the scanner, then click the **Custom Insert** button.

   The Xerox Scan Utility window displays thumbnails of the scanned images. The date and time the image was scanned appears below each thumbnail. If you move your mouse over the thumbnail, a pop-up message displays information including the resolution and size of the image file. If a recently scanned image is not displayed, click the **Refresh** button.
3. Select the image you want to import. Some applications allow you to import multiple images.

4. To select more than one image, hold down the **Ctrl** key on your keyboard as you select each image.
5. To import all of the images in the folder, select the **Edit** menu, then click **Select All**.
6. Click the **Retrieve** button. A copy of the image is transferred to the location in your application. If you want to delete the images you selected, click the **Delete** button.

   Note: For details, click the **Help** menu to view online help.

Using the WIA Image Manager in a Windows Application

You can import images that you scanned from the printer to your computer into an application using the WIA Image Manager on Windows XP, Windows Vista and Windows Server 2003.

To import scanned images into an application:

1. Open the file in which you want to place the image.
2. Select the application's menu item to acquire the image. For example, if you are using Microsoft Word 2003 to place an image in a document:
   a. Click **Insert**.
   b. Select **Picture**.
   c. Select **From Scanner or Camera**.
   d. Select the scanner, then click the **OK** button.
3. In the **Get Pictures from WIA Xerox** printer window, open the folder to view thumbnails of the images. The filename appears below each thumbnail.
4. To see details of an image file:
   a. Select the image.
   b. Click **View picture information**. The **Properties** dialog box displays information about the file size and the date and time that the image was scanned.
   c. Click **OK** close.
   d. Select the image you want to import. Some applications enable you to import multiple images.
5. To select more than one image, hold down the **Ctrl** key on your keyboard as you select each image.
6. To import all of the images in the folder, select the **Edit** menu, then click **Select All**.
7. Click the **Get Pictures** button.

   A copy of the image is transferred to the location selected in your application.

   Note: If you want to delete the images you selected, click the **Delete** button.

Using the Xerox Scan Utility in a Macintosh OS X Application (TWAIN)

To import images into an application:

1. Open the file in which you want to place the image.
2. Select the application's menu item to acquire the image. For example, if you are using Microsoft Word 2004 for Mac to place an image in a document:
   a. Click **Insert**.
   b. Select **Picture**.
   c. Select **From Scanner or Camera**.
   d. Select the scanner, then click the **Acquire** button.

   The **Scan to Email** and **Copy to Folder** tabs on the Xerox Scan Utility display thumbnails of the images. Information about each image, including the template used, resolution, size of the image file, and the profile name and settings appears to the right of the thumbnail.
3. Select one or more images to import. Some applications allow you to select multiple images.
4. To select more than one image, hold down the **Command** button on your keyboard as you select each image.
5. To import all the images in a folder, click the **Select All** check box.
6. Click the **Import** button. A copy of the image is transferred to the location selected in your application. If you want to delete the images you selected, click the **Delete** button.

   Note: For details, click the **Help** button.

Setting Scan Options

The scanning features in your printer use templates that define the scan settings and the destination for an image.

To change any of the scan settings, use the four buttons at the bottom of the control panel touch screen:

- **Output Color**
- **2-Sided Scanning**
- **Original Type**
- **Scan Presets**

To change the scan settings:

1. On the printer's touch screen, touch **Services Home**.
2. Touch **Workflow Scanning**, then touch the desired settings in the four buttons at the bottom of the touch screen. Help is available for each setting by pressing the printer's **Help** button.

Setting	Use
Setting the Output Color	Override automatic detection; set to Black & White, Grayscale or Color
Setting 1-sided or 2-sided originals	Use the document feeder to scan 2-sided originals. Select 2-sided scanning to scan both sides of the paper to produce a multi-page image. If your original cannot be fed through the document feeder, use the document glass to manually perform 2-sided scanning.
Setting the Original Type	Choose from: Photo & Text, Photo, Text, Map or Newspaper/Magazine
Setting the Scan Presets	Choose from: Sharing & Printing, Archival-Small File Size, OCR, High Quality Printing, Simple Scan

Advanced Scanning Options

The printer offers advanced options permitting precise control of the scanning process for critical applications. Many of these advanced settings override the automatic settings. They are selected using the printer's control panel touch screen.

Advanced Settings

Advanced settings allow you to control image options, image enhancements, scan resolution, files size and updating of templates.

To use Advanced Settings:

1. On the printer's touch screen, touch **Services Home**.
2. Touch **Workflow Scanning**, then touch the **Advanced Settings** tab.
3. Touch the desired setting. Help is available for each setting by pressing the printer's **Help** button.

Setting	Use
Image Options	Choose: from lightness/darkness, sharpness or color saturation
Image Enhancement	Choose from: Background Suppression, or Contrast
Resolution	Choose from: 72 to 600 dpi
Quality/File Size	Choose from: good image quality with small file size., higher image quality with larger file size, or highest image quality with largest file size.
Update Templates	Retrieves new or updated templates and removes outdated templates

Layout Adjustments

Layout adjustments provide additional settings for original orientation, original size and edge erase.

To use Layout Adjustment:

1. On the printer's touch screen, touch **Services Home** button.
2. Touch **Workflow Scanning**, then touch the **Layout Adjustment** tab.
3. Touch the desired setting. Help is available for each settings by pressing the printer's **Help** button.

Setting	Use
Original Orientation	Choose from: Upright Images, Sideways Images, Portrait Originals or Landscape Originals
Original Size	Choose from: Auto Detect, Preset Scan Area, Custom Scan Area, Mixed Size Originals
Edge Erase	Choose from: All Edges or Individual Edges

Filing Options

Filing Options provide additional settings for naming images, choosing image formats, and behavior if a file name already exists.

To use Filing Options:

1. On the printer's touch screen, touch **Services Home** button.
2. Touch **Workflow Scanning**, then touch the **Filing Options** tab.
3. Touch the desired setting. Help is available for each settings by pressing the printer's **Help** button.

Setting	Use
File Name	Define a filename prefix.
File Format	Choose from: PDF (Image-only or searchable), PDF/A (Image-only or searchable), XPS, Multi-page TIFF, TIFF (1 file per page), or JPEG (1 file per page)
If File Already Exists	Choose from: Add Number to Name, Add Date and Time to Name, Add to TIFF/JPEG Folder, Overwrite Existing File, or Do Not Save
Document Management	Assign descriptive metadata to a scanned job
Add File Destinations	Define additional network locations as destinations for scanned documents

Note: Document Management and Add File Destinations can only be modified after scanning to a network file repository or Scan to Home has been set up. For details, see the *System Administrator Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs.

Job Assembly

Job Assembly allows you to combine assorted sets of originals for assembly into a single print job.

To use Job Assembly:

1. On the printer's touch screen, touch **Services Home** button.
2. Touch **Workflow Scanning**, then touch the **Job Assembly** tab.
3. Touch **Build Job**, then touch **On**. Help is available for Build Job by pressing the printer's **Help** button.

7 Faxing

This chapter includes:

- Fax Overview on page 136
- Sending a Fax on page 137
- Server Fax on page 139
- Sending an Internet Fax on page 140
- Faxing from Your Computer on page 141
- Selecting Fax Options on page 143
- Fax Mailboxes on page 147
- Fax Polling on page 149
- Adding Speed Dial Entries on page 151

Fax Overview

Fax capability is available in four options:

- **Embedded Fax**: Document is scanned and sent directly to a fax machine.
- **Server Fax**: Document is scanned and sent through an Ethernet network to a fax server, which sends the fax to a fax machine.
- **Internet Fax**: Document is scanned and emailed to a recipient.
- **Faxing from your computer**: The current print job is sent as a fax.

  Note: Fax capability must be enabled by the system administrator before use. For details, see the *System Administrator Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs.

Sending a Fax

To send a fax using the printer's Embedded Fax:

1. Load the document.
   - **Document Glass**: Place the first page of the document facedown, in the upper left corner of the document glass.
   - **Document Feeder**: Remove any staples and paper clips from pages and insert them faceup in the document feeder.
   - On the printer's touch screen, touch **Services Home**, then touch **Fax**.
2. To address the fax, do one of the following:
   - Enter a fax number (telephone number) using the alphanumeric keypad, or touch **Dialing Characters** to enter numbers using the touch screen keypad, then touch **Add**.
   - Touch **Address Book**, then touch **Individual** or **Group** from the drop-down list. Touch the arrows to scroll through the list, touch the desired contact, then touch **Add to Recipients**. Touch **Close**.

   Notes:
   - Contacts must be entered in the Address Book to use this function. For details, see Adding Speed Dial Entries on page 151.
   - Chain Dial can be performed when viewing the list of Individual contacts in the Address Book. For details, see Using Chain Dial on page 152.
   - If you know the speed dial number:
     - Touch **Speed Dial**.
     - Touch **Enter Number**, the touch **Add**.
     - Enter the speed dial number using the keypad.
     - Touch **Add**.

   Note: Speed dial numbers must be created before using this function.
3. To include a cover sheet:
   - Touch **Cover Sheet**, then touch **On**.
   - Touch the **To** box, enter the recipient's name using the touch screen keyboard, then touch **Save**.
   - Touch the **From** box, enter the sender's name using the touch screen keyboard, then touch **Save**.
   - To add a comment, touch an available comment, then enter the text using the touch screen keyboard, then touch **Save**. To delete a comment, touch the comment, then touch **Clear**.
   - Touch **Save**.
4. Adjust fax options if required. For details, see Selecting Fax Options on page 143.
5. Press the green **Start** button. The printer scans the pages and transmits the document when all pages have been scanned.

Inserting Pauses in Fax Numbers

Some fax numbers require one or more pauses during the dialing sequence.

To insert pauses in a fax number, begin entering the fax number using the alphanumeric keypad, touch the **Pause** button on the control panel to insert a pause (represented by a comma), in the desired location, then complete entering the fax number.

Server Fax

If a fax server is connected to the network, a document can be sent from the printer to a fax machine without requiring a dedicated telephone line.

When using the Server Fax, a document is scanned and sent to a location on the network (a fax repository). The fax server then sends the fax over a telephone line to a fax machine (telephone number).

The Server Fax service must be enabled before use, and a fax repository must be configured.

Sending a Server Fax

To send a Server Fax:

1. Load the document.
   - **Document Glass**: Place the first page of the document facedown, in the upper left corner of the document glass.
   - **Document Feeder**: Remove any staples and paper clips from pages and insert them faceup in the document feeder.
   - On the printer's touch screen, touch **Services Home**, then touch **Server Fax**.
2. Enter either:
   - A fax number (telephone number) using the alphanumeric keypad, or touch **Dialing Characters** to use the touch screen. Touch **Add** to add to the recipients list.
   - A saved fax number by touching **Fax Directory**. Touch a saved fax number in the fax directory to add it the recipients list using the drop-down list. Existing fax numbers can be edited or cleared using the drop-down list. Touch **Close** when all fax numbers have been added.

   Note: To save a fax number in the fax directory, touch an empty row, then enter the fax number using the touch screen or the alphanumeric keypad. Touch **Save** when all numbers have been saved.
3. Adjust fax options if necessary. For details, see Selecting Fax Options on page 143.
4. Press the green **Start** button. The printer scans the pages and transmits the document when all pages have been scanned.
5. To print a confirmation page displaying the fax transmission status, turn on the confirmation report option.

Sending an Internet Fax

If an SMTP (email) server is connected to the network, a document can be sent to an email address. This feature eliminates the need for a dedicated telephone line and the associated service costs. When sending an Internet Fax, the document is scanned and sent to an email address.

Note: The Internet Fax service must be enabled before use, and an SMTP server must be configured. For details, see the *System Administrator Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs and CentreWare IS help.

To send an Internet Fax:

1. Load the document.
   - **Document Glass**: Place the first page of the document facedown, in the upper left corner of the document glass.
   - **Document Feeder**: Remove any staples and paper clips from pages and insert them faceup in the document feeder.
2. On the printer's touch screen, touch **Services Home**, then touch **Internet Fax**.
3. Touch **New Recipient**.
4. Enter either:
   - The recipient's email address using the touch screen keyboard, then touch **Add**. Repeat for each recipient, then touch **Close**.
   - Touch **Address Book**, then touch the desired recipient in the Names list. Use the drop-down list to add the name to the Recipients list. When all recipients have been added, touch **Close**. To search for a recipient, touch **Search Public Address Book**, then enter the desired recipient's name using the touch screen keyboard.

   Note: The Address Book is created by the system administrator.
5. Adjust fax options if necessary. For details, see Selecting Fax Options on page 143.
6. Press the green **Start** button. The printer scans the pages and sends the document as an email attachment (in PDF or TIFF format), when all pages have been scanned.
7. To print a confirmation page displaying the fax transmission status, turn on the confirmation report option.

Faxing from Your Computer

A document stored on your computer can be sent as a fax using the printer driver.

Note: To fax from your computer, fax must be installed in the printer and enabled by the system administrator.

Sending the Fax

1. With the document open in your application, access the **Print** dialog box.
   - Windows: CTRL+P for most applications.
   - Macintosh: CMD+P for most applications.
2. Select the printer.
3. Select printer features.
   - Windows: Click the **Paper/Output** tab.
   - Macintosh: Click **Copies & Pages**, then click **Xerox Features**.
4. Click the **Job Type** menu, then select **Fax**.
5. In the Fax window, click **Add Recipients**.
6. Enter the recipient's name and fax number. If desired, complete the additional information.
7. If desired, click **Save to Personal Phonebook** to save the recipient information.
8. Click **OK**.
9. Send the fax.
   - Windows: Click **OK**.
   - Macintosh: Click **Print**.

For details, click the Help button in the Fax window.

Including a Cover Sheet

1. In the Fax window, click **Cover Sheet**.
2. Click the **Cover Sheet Options** menu, then select **Print a Cover Sheet**.
3. In the Cover Sheet window, make the desired selections from the **Recipient Information** and **Sender's Information** menus.
4. If desired, complete the additional information.
5. To include an image, such as a company logo or background text, on the fax cover sheet, click the **Cover Sheet** menu, then click **New**.
6. In the Cover Sheet Image Editor window, enter a name for the cover sheet, then click the **Options** menu and select either **Text** or **Picture**. For text, enter the desired text. For a picture, click **Choose File**, then locate the desired picture file.
7. Click **OK** twice.

For details, click the Help button in the Fax window.

Setting Options

1. In the Fax window, click **Options**.
2. Make the desired selections. If you are unfamiliar with the settings, contact your system administrator.
3. Click **OK**.

Creating Recipient Groups

If you frequently fax to the same group of recipients, you can add them as a group and then fax to the group.

1. In the Fax window, click the **Recipients** tab.
2. After entering the recipients, press Shift and click on the desired recipients. Press CTRL and click to skip recipients.
3. Click **Save as Group**.
4. In the Save as Group window, enter a name for the group, then click **OK**.

The group is stored in your Personal Phonebook.

For details, click the Help button in the Fax window.

Using Fax Phonebooks

In addition to the Personal Phonebook, there are two shared fax phonebooks that must be configured by your system administrator. For details, see the *System Administrator Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs.

To use a phonebook:

1. In the Fax window, click **Add from Phonebook**.
2. Click the menu at the top of the Add from Phonebook window, then select the desired phonebook.
3. Click the desired recipient, then click **Add**. For large address books, type the first few letters of the name. When it appears, click the name, then click **Add**.
4. When all recipients have been added, click **OK**.

For details, click the Help button in the Fax window.

Selecting Fax Options

This section includes:

- Setting 2-Sided Faxing on page 143
- Selecting the Original Type on page 143
- Setting the Fax Resolution on page 143
- Adjusting Image Quality on page 143
- Adjusting Layout on page 144
- Additional Fax Options on page 145

Setting 2-Sided Faxing

1. Touch **Fax** on the touch screen.
2. Touch **2-Sided Scanning**, then touch the desired option (**1-Sided**, **2-Sided**, **2-Sided, Rotate Side 2**).

Selecting the Original Type

1. Touch **Fax** on the touch screen.
2. Touch **Original Type**, then touch the desired option (**Photo & Text**, **Photo**, **Text**).

Setting the Fax Resolution

1. Touch **Fax** on the touch screen.
2. Touch **Resolution**, then touch the desired option (**Standard**, **Fine**, **Super Fine**).

Adjusting Image Quality

Lighten/Darken and Sharpness

To adjust the brightness or sharpness of the image:

1. Touch **Fax** on the touch screen.
2. Touch the **Image Quality** tab, then touch **Image Options**.
3. Touch the pointer to set **Lighten/Darken** or **Sharpness** to the desired level.
4. Touch **Save**.

Image Enhancement–Auto Suppression

When faxing originals printed on thin paper, images printed on one side of the paper can sometimes be seen on the other side of the paper. The printer can be set to reduce this problem.

1. Touch **Fax** on the touch screen.
2. Touch the **Image Quality** tab, then touch **Image Enhancement**.
3. Touch **Auto Suppression**.

4. To manually adjust the image contrast (the difference between light and dark areas in an image), touch **Manual Contrast**, then touch the pointer to adjust the contrast level. The default setting is Auto Contrast.
5. Touch **Save**.

Adjusting Layout

Adjusting the Original Size

1. Touch **Fax** on the touch screen.
2. Touch the **Layout Adjustment** tab, then touch **Original Size**.
3. Touch one of the following:
   - **Auto Detect**, which enables the printer to automatically identify the size of the originals.
   - **Preset Scan Areas**, for manual definition of the scan area using standard paper dimensions.
   - **Custom Scan Area**, for manual definition of a custom scan area.
   - **Mixed Size Originals**, for scanning originals of different standard sizes.
4. Touch **Save**.

Reducing or Splitting

1. Touch **Fax** on the touch screen.
2. Touch the **Layout Adjustment** tab, then touch **Reduce/Split**.
3. Touch one of the following options:
   - **Reduce to Fit**, which shrinks large documents to fit on smaller paper.
   - **Split Across Pages**, which continues a single image across several pages.
4. Touch **Save**.

Book Faxing

1. Touch **Fax** on the touch screen.
2. Touch the **Layout Adjustment** tab, then touch **Book Faxing**.
3. Touch one of the following options:
   - **Off** (Default).
   - **Both Pages** to scan both pages of the book. If required, touch the arrows to set the Binding Edge Erase.
   - **Left Page Only** to scan the left page of the book. If required, touch the arrows to set the Binding Edge Erase.
   - **Right Page Only** to scan the right page of the book. If required, touch the arrows to set the Binding Edge Erase.
4. Touch **Save**.

Additional Fax Options

Selecting a Confirmation Report

1. Touch **Fax** on the touch screen.
2. Touch the **Fax Options** tab, then touch **Confirmation Report**.
3. Touch one of the following options:
   - **Print Confirmation** for all fax jobs.
   - **Print on Error Only**.
4. Touch **Save**.

Selecting the Starting Rate

Select the highest starting rate unless the fax destination for the fax you are sending has special requirements.

To select the transmission speed for a fax:

1. Touch **Fax** on the touch screen.
2. Touch the **Fax Options** tab, then touch **Starting Rate**.
3. Touch **Super G3 (33.6 Kbps)**, **G3 (14.4 Kbps)**, or **Forced (4800 bps)**, then touch **Save**.

Delay Sending a Fax

To send a fax at a specified time (within 24 hours):

Note: The printer needs to be set to the current time before using this function.

1. Touch **Fax** on the touch screen.
2. Touch the **Fax Options** tab, then touch **Delay Send**.
3. Touch **Specified Time**:
   - Touch **Hour**, then touch the arrows to set a number from 0 to 12.
   - Touch **Minute**, then touch the arrows to set a number from 0 to 59.
   - Touch **AM** or **PM**.
4. Touch **Save**.
5. Load the originals, then enter the fax number of the recipient.
6. Press the green **Start** button to scan the document.
   The fax will be sent at the specified time.

Selecting Send Header Text

To turn Send Header Text on or off:

1. Touch **Fax** on the touch screen.
2. Touch the **Fax Options** tab, then touch **Send Header Text**.
3. Touch one of the following options:
   - **Off** (default).
   - **On**.
4. Touch **Save**.

   Note: For details, see the *System Administrator Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs.

Fax Mailboxes

A fax can be stored locally in the printer or in a remote fax machine.

Storing a Fax in a Local Mailbox

Note: A mailbox must be created before using this feature. For details, see Scan to a Folder on page 114, or see the *System Administrator Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs.

1. On the touch screen, touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Mailboxes**.
3. Touch **Store to Local Mailbox**.
4. Use the alphanumeric keypad to enter the following:
   - **Mailbox Number**.
   - **Mailbox Passcode**.
5. Touch **Save**.
6. Load the document in the document feeder or on the document glass.
7. Press the green **Start** button.

Storing a Fax in a Remote Mailbox

1. On the touch screen, touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Mailboxes**.
3. Touch **Send to Remote Mailbox**.
4. Touch the field under **Fax Number**, then touch **Dialing Characters** or **Address Book.** Enter the fax number of the fax machine that you want to access, then touch **Add**.
5. Use the alphanumeric keypad to enter the following.
   - **Mailbox Number**.
   - **Mailbox Passcode**.
6. Touch **Save**.
7. Load the document in the document feeder or on the document glass.
8. Press the green **Start** button.

Printing Stored Faxes

1. On the touch screen, touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Mailboxes**.
3. To print stored faxes, touch **Print Local Mailbox Documents**.
4. Use the alphanumeric keypad to enter the following:
   - **Mailbox Number**.
   - **Mailbox Passcode**.
5. Touch **Print All Documents**.

Deleting Stored Faxes:

1. On the touch screen, touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Mailboxes**.
3. Touch **Delete Local Mailbox Documents**.
4. Use the alphanumeric keypad to enter the following:
   - **Mailbox Number**.
   - **Mailbox Passcode**.
5. Touch **Delete All Documents**.

Fax Polling

You can store a fax document on the printer and make it available for other fax machines. You can also retrieve faxes stored on other fax machines.

Note: Both fax machines must have this feature.

Storing a Fax for Remote Polling

You can make stored fax documents available for remote polling by enabling Non-Secure Local Polling or Secure Local Polling.

1. On the touch screen, touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Local Polling**.
3. To enable Non-Secure Polling, touch **Non-Secure Polling**.
   Any fax machine can access the stored faxes.
4. To enable Secure Polling, touch **Secure Polling**.
   You must specify the fax machines that can access the stored faxes.
   a. Use the alphanumeric keypad, or touch **Address Book** to add fax numbers to the list.
   b. Touch **Allow all Address Book fax numbers access** to add all stored fax addresses to the access list.
5. Touch **Save**.
6. Place your original document in the document feeder or on the document glass.
7. Press the **Start** button.

Printing and Deleting Stored Faxes

1. On the touch screen, touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Local Polling**.
3. Touch **Print All** to print all stored fax documents.
4. Touch **Delete All** to delete all stored fax documents.

Remote Polling

If remote polling is enabled, you can retrieve documents that were stored using local polling on another fax machine, or documents that are stored in a fax mailbox on another fax machine.

Note: If Local Polling is enabled, Remote Polling is disabled. Set Local Polling to **Off** to poll a remote fax or fax mailbox.

Polling a Remote Fax

1. On the touch screen, touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Remote Polling**.
3. Touch **Poll a Remote Fax**.

4. Touch **Dialing Characters** or **Address Book** to enter the fax number of the fax machine that you want to access, then touch **Add**. Add additional fax numbers if necessary.
5. To set a time when you want your printer to retrieve faxes from other fax machines:
   a. Touch **Delay Send**.
   b. Touch **Specified Time** to set the time.
   c. Touch **Save**.
6. Touch **Poll Now** to retrieve and print the faxes.

Polling a Remote Mailbox

1. On the touch screen, touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Remote Polling**.
3. Touch **Poll a Remote Mailbox**.
4. Touch the field under **Fax Number**, then touch **Dialing Characters** or **Address Book.** Enter the fax number of the fax machine that you want to access, then touch **Add**.
5. Use the alphanumeric keypad to enter the following:
   - **Mailbox Number**.
   - **Mailbox Passcode**.
6. Touch **Poll Now** to retrieve and print the faxes in the mailbox.

   Note: For details, see the *System Administrator Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs.

Adding Speed Dial Entries

This section includes:

- Adding an Individual on page 151
- Adding a Group on page 151
- Editing or Clearing Speed Dial Entries on page 152
- Using Chain Dial on page 152

Adding an Individual

A total of 200 speed dial entries can be stored in the printer.

To store multiple recipients in one speed dial button, store the recipients as a group dial. For details, see Adding a Group on page 151.

1. On the touch screen, touch **Fax**.
2. Touch **Address Book**.
3. Touch the down arrow, then touch **Individuals**.
4. Touch an available **Speed Dial** entry. Touch the scroll arrows if necessary.
5. Touch **Entry Name**, enter the name using the touch screen keyboard, then touch **Save**.
6. Touch **Fax Number**, enter the number using the alphanumeric keypad or by touching **Dialing Characters**, then touch **Save**.
7. If required, the **Starting Rate** can be changed by touching the desired speed under Starting Rate.
8. A cover sheet can be assigned to the speed dial number.
   a. Touch **Cover Sheet**, then touch **On**.
   b. Touch the **To** box, then enter the name using the touch screen keyboard.
   c. Touch the **From** box, then enter the name using the touch screen keyboard.
   d. To add a comment, touch an available comment, touch **Edit**, then enter the comment using the touch screen keyboard.
   e. Touch **Save**.

Adding a Group

Create a group to send a fax to multiple individuals. Groups can include both previously stored individuals and group entries.

Note: Individual entries must be set up before groups can be defined.

1. On the touch screen, touch **Fax**.
2. Touch **Address Book**, touch the down arrow, then touch **Groups**.
3. Touch an available group **Speed Dial** entry.
4. Touch the **Group Name**, enter the name using the touch screen keyboard, then touch **Save**.
5. Touch **Add Recipients**.

6. Touch the down arrow, then touch **Individuals** to add individual speed dial entries, or touch **Groups** to add speed dial groups.
7. Touch the desired speed dial entry, then touch **Add to Group**.
8. When all entries have been added, touch **Save**, then touch **Close**.

Editing or Clearing Speed Dial Entries

1. On the touch screen, touch **Fax**.
2. Touch **Address Book**.
3. Touch the down arrow, then touch **Individuals** or **Groups**.
4. Touch the desired Speed Dial entry, then touch **Edit Details** or **Clear Entry**.

Using Chain Dial

Chain dial creates a single fax recipient telephone number by adding two or more fax numbers together into a single number. For example, an area code or extension number could be stored separately from the rest of the telephone number. Chain dialing is accessed from the Address Book.

1. On the touch screen, touch **Fax**.
2. Touch **Address Book**.
3. Touch the down arrow, then touch **Individuals**.
4. Touch **Chain Dial**.
5. To add numbers to an existing speed dial number:
   a. Enter the numbers in the Recipient box using the touch screen keypad.
   b. Touch the desired speed dial entry from the scrolling list. Touch the scroll arrows if necessary.
   c. Touch **Add to Recipient**. The numbers are added together in the Recipient box.
   d. Touch **Save**. The combined number appears as a single recipient in the Recipients list.
   e. Touch **Close**. The fax can now be sent.

8 Maintenance

This chapter includes:

- Maintenance and Cleaning on page 154
- Ordering Supplies on page 160

Maintenance and Cleaning

This section includes:

- General Precautions on page 154
- Locating the Serial Number on page 155
- Usage Counters on page 156
- Resetting Routine Maintenance Item Life Counters on page 156
- Cleaning the Printer on page 157
- Installing Staples on page 162

See also:

Safety on page 11

General Precautions

Warning: When cleaning your printer do NOT use organic or strong chemical solvents or aerosol cleaners. Do NOT pour fluids directly into any area. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.

Warning: Internal parts of the printer may be hot. Use caution when doors and covers are open.

Warning: Do NOT use pressurized air spray cleaning aids on or in the printer. Some pressurized air spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.

Warning: Do NOT remove the covers or guards that are fastened with screws. You cannot maintain or service any parts that are behind these covers and guards. Do NOT attempt any maintenance procedure that is NOT specifically described in the documentation supplied with your printer.

To avoid damaging the printer, keep the following guidelines in mind:

- Do not place anything on top of the printer.
- Do not leave the covers and doors open for any length of time, especially in well-lit places. Light exposure can damage the drum cartridges.
- Do not open covers and doors during printing.
- Do not tilt the printer while in use.
- Do not touch the electrical contacts, gears, or laser devices. Doing so may damage the printer and cause the print quality to deteriorate.
- Make sure any parts removed during cleaning are replaced before you plug in the printer.

Locating the Serial Number

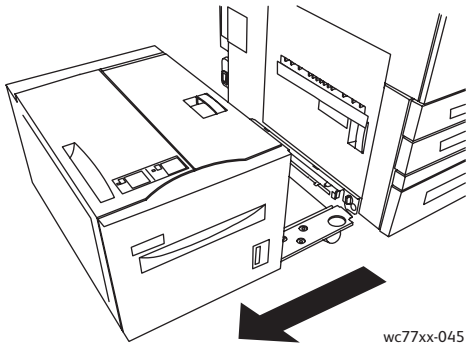
When ordering supplies or contacting Xerox for assistance, you will be asked to provide your printer's serial number.

The serial number can be read from the printer's touch screen.

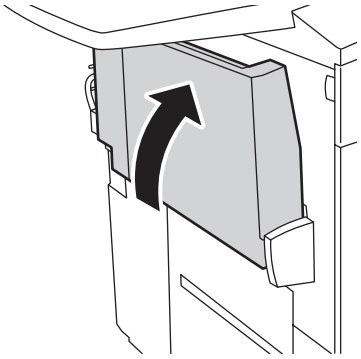
1. Press the **Machine Status** button. If necessary, touch the **Machine Information tab**.
2. The serial number is displayed on the left side of the **Machine Information** screen.

If the serial number cannot be read from the printer's touch screen, it can also be found inside the printer.

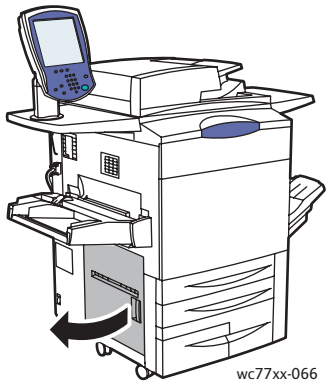
1. If Tray 6 is installed, slide the entire Tray 6 High Capacity Feeder assembly to the left until it stops.



2. Raise Tray 5 (Bypass Tray).



3. Pull the release handle and open the left side door.



4. The serial number is on the right side of the printer frame.
5. Close the left side door.
6. Lower Tray 5.
7. If necessary, slide the entire Tray 6 High Capacity Feeder assembly to the right to its original position.

Usage Counters

The usage counters store printer usage and billing information.

1. Press the **Machine Status** button.
2. Touch the **Billing Information** tab.

Total impressions appear in this window. For more detail:

1. Touch **Usage Counters**, then touch the down arrow to choose the desired counter. Touch the scroll arrows to view the entire list.
2. Touch **Close**.

Resetting Routine Maintenance Item Life Counters

When replacing some routine maintenance items, the printer's life counter must be reset.

1. Log in as system administrator. Press the **Log In/Out** button, enter the User ID (admin is the default), touch **Next**, enter the Password (1111 is the default), then touch **Enter**.
2. On the printer's control panel, press **Machine Status**.
3. Touch the **Tools** tab, then touch **Device Settings**.
4. Touch **General**, then touch **Supply Counter Reset**. Touch the scroll arrows if necessary.
5. Touch the desired supply item, then touch **Reset Counter**.
6. In the pop-up window, touch **Reset**.
7. Touch **Close**.

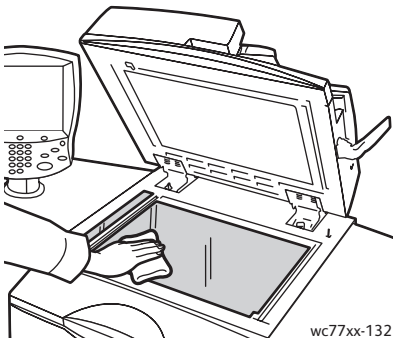
Cleaning the Printer

- Cleaning the Document Glass and Document Cover on page 157
- Cleaning the Exterior on page 158
- Cleaning the Document Feeder Rollers on page 158
- Ordering Supplies on page 160

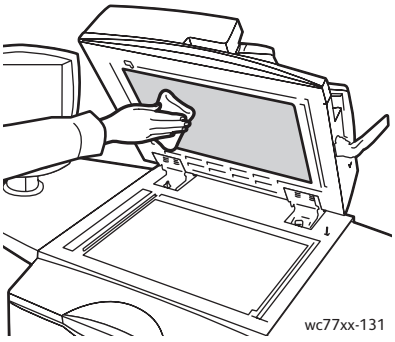
Cleaning the Document Glass and Document Cover

To ensure optimum print quality, regularly clean the glass areas of your printer. This helps avoid output with streaks, smears, and other marks that transfer from the glass area while scanning documents.

Use a lint-free cloth lightly dampened with Xerox Anti-Static or another suitable non-abrasive glass cleaner to clean the document glass and the glass strip to its left.

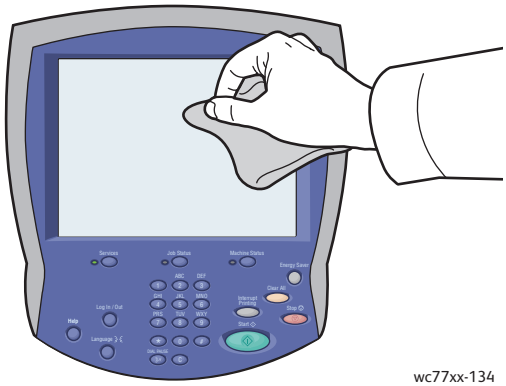


Use a lint-free cloth, Xerox Cleaning Fluid or Xerox Film Remover to clean the under side of the document cover and the document feeder.



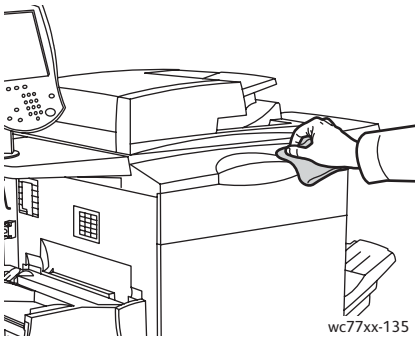
Cleaning the Exterior

Regular cleaning keeps the touch screen and control panel free from dust and dirt. To remove finger prints and smudges, clean the touch screen and control panel with a soft, lint-free cloth.



wc77xx-134

Use a cloth to clean the document feeder, output trays, paper trays and outside areas of your printer.



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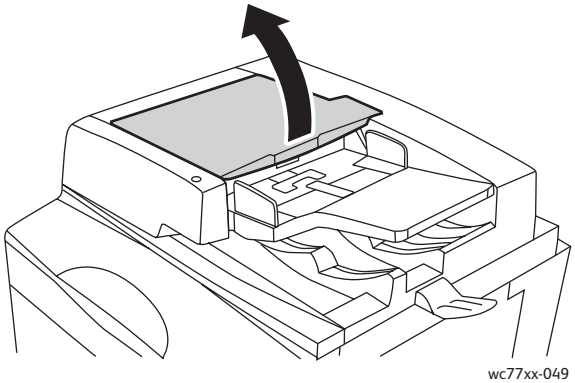
Cleaning the Document Feeder Rollers

Dirt on the document feeder rollers can cause paper jams or deteriorate print quality. For best performance, clean the document feeder rollers once a month.

1. Open the document feeder top cover until it comes to a stop. The document feeder left cover will open automatically.



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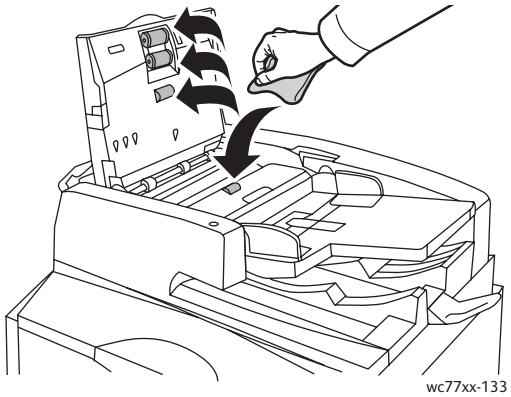
2. While turning the rollers, wipe them with a clean, lint free cloth moistened with water.



Caution: Do not use alcohol or chemical cleaners on the document feed rollers.

3. Close the top cover until it clicks into place, then close the left cover until it clicks into place.

Ordering Supplies

This section includes:

- Consumables on page 160
- Routine Maintenance Items on page 160
- When to Order Supplies on page 161
- Recycling Supplies on page 161

Certain consumables and routine maintenance items need to be ordered occasionally. Each supply item includes installation instructions.

Consumables

Use genuine Xerox Toner Cartridges (Cyan, Magenta, Yellow and Black).

Note: Each toner cartridge includes installation instructions.

Caution: Use of toner other than Genuine Xerox Toner may affect print quality and printer reliability. It is the only toner designed and manufactured under strict quality controls by Xerox for specific use with this printer.

Routine Maintenance Items

Routine maintenance items are printer parts that have a limited life and require periodic replacement. Replacements may be parts or kits. Routine maintenance items are typically customer replaceable.

The following items are routine maintenance items:

- Toner Cartridge
- Drum Cartridge
- Waste Toner Container
- Fuser Assembly
- Charge Corotron
- Hole Punch Waste Container
- Staple Cartridge
- Booklet Staple Cartridge
- Staple Waste Container (Light Production Finisher)

When to Order Supplies

The printer's touch screen displays a warning when the supply nears its replacement time. Verify that you have replacements on hand. It is important to order these supplies when the messages first appear to avoid interruptions to your printing. The touch screen displays an error message when the supply must be replaced.

Order supplies from your local reseller or from the Xerox Supplies website at: www.xerox.com/office/WC7755_WC7765_WC7775supplies.

> **Caution:** Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreements, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Recycling Supplies

For information on Xerox supplies recycling programs, go to www.xerox.com/gwa.

Some routine maintenance items come with a prepaid return label. Please use it to return used components in their original boxes for recycling.

Installing Staples

If your printer has the optional Advanced Finisher, the optional Professional Finisher, the optional Light Production Finisher, you will be alerted by a message on the printer touch screen when a staple cartridge is empty and needs to be replaced.

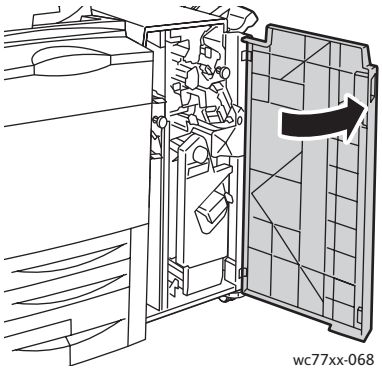
This section includes:

- Main Staple Replacement for Advanced Office Finisher and Professional Finisher on page 162
- Booklet Staple Replacement for Professional Finisher and Light Production Finisher on page 164
- Main Staple Replacement for Light Production Finisher on page 167

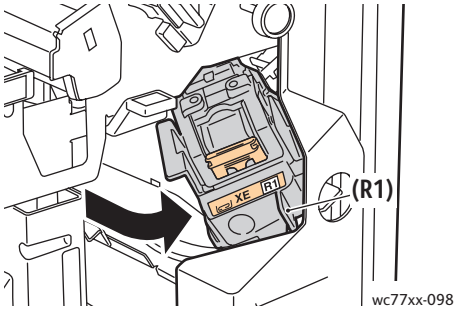
Main Staple Replacement for Advanced Office Finisher and Professional Finisher

Warning: Do not perform this procedure when the printer is copying or printing.

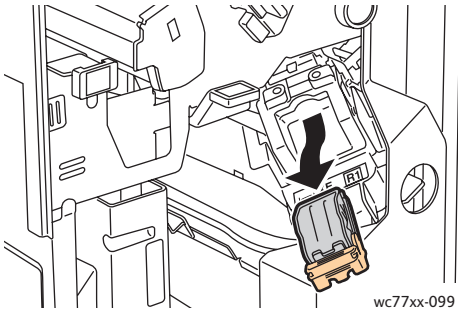
1. Open the finisher door.



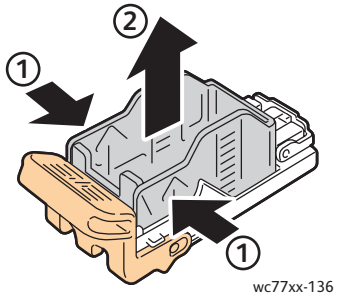
2. Hold the staple cartridge unit by orange handle **R1** and push it to the right.



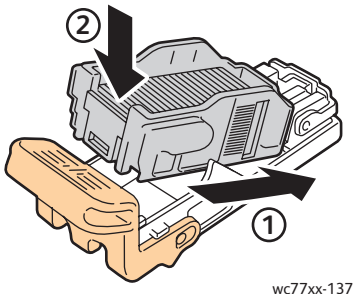
3. Remove the staple cartridge by gripping the orange handle at the front of the cartridge and pulling it firmly toward you.



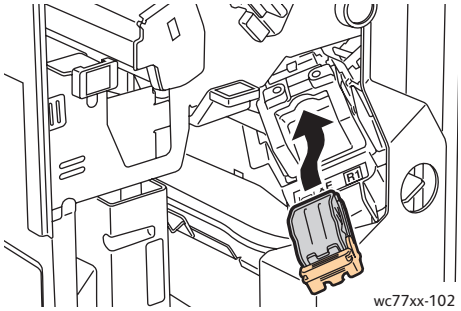
4. Pinch both sides of the staple case (1) and remove the staple case from the cartridge (2).



5. Insert the front side of the new staple case into the staple cartridge (1), then push the rear side into the cartridge (2).



6. Grip the staple cartridge by the orange handle and insert it into the staple cartridge unit until it clicks.



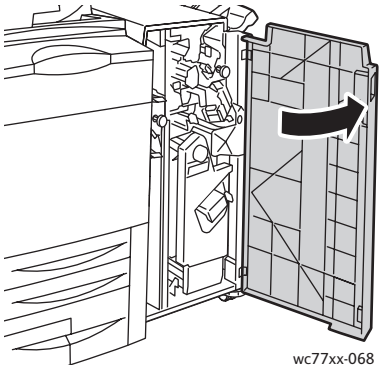
7. Close the finisher door.

Booklet Staple Replacement for Professional Finisher and Light Production Finisher

Note: The booklet maker uses two staple cartridges labeled **R2** and **R3**. Booklet stapling requires that both staple cartridges contain staples.

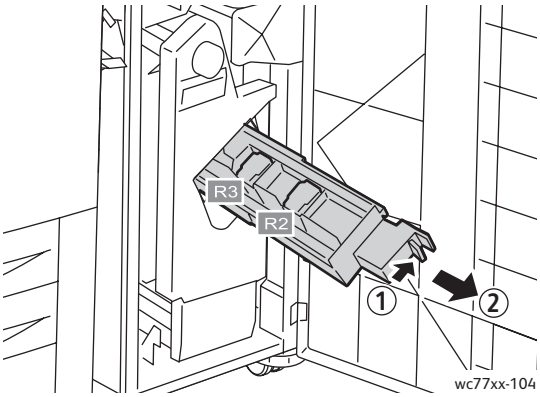
Warning: Do not perform this procedure when the printer is copying or printing.

1. Open the finisher door.

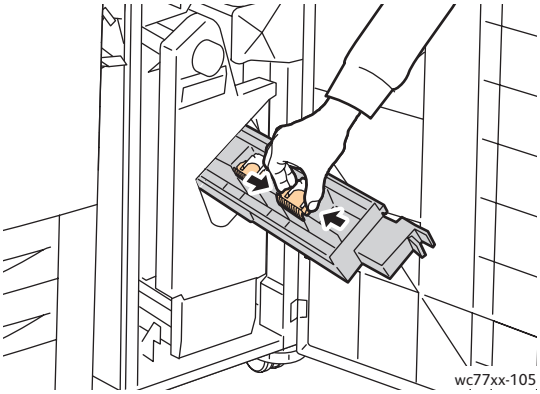


2. While squeezing orange levers **R2** and **R3** together (1), pull the staple cartridge unit out of the finisher until it stops (2).

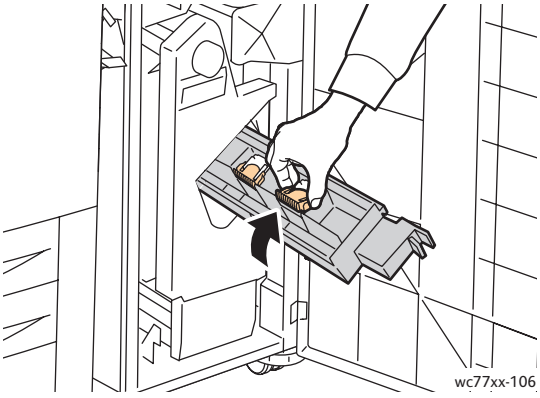
   Note: The staple cartridge unit does not detach from the finisher.



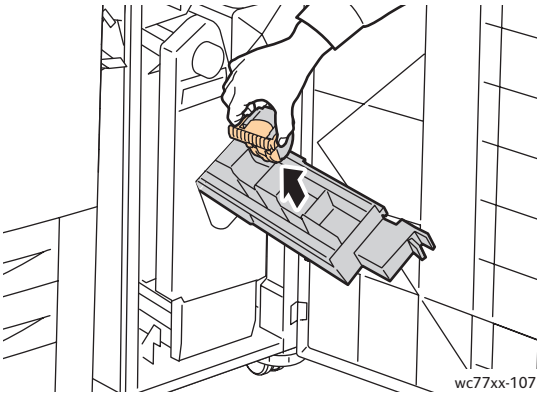
3. Grip the orange tabs on both sides of staple cartridge **R2**.



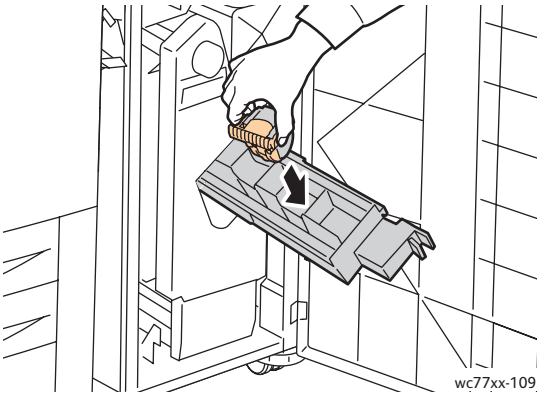
4. While gripping the orange tabs of the staple cartridge, rotate it in the direction shown.



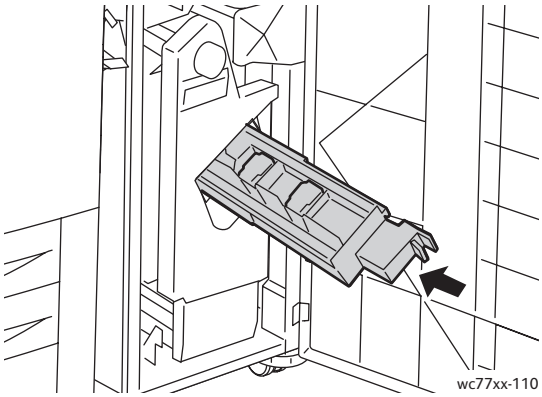
5. Lift the staple cartridge out of the staple cartridge unit.



6. Push the new staple cartridge into the staple cartridge unit until it clicks.



7. Repeat steps 3 to 6 for staple cartridge **R3**.
8. Return the staple cartridge unit to its original position.

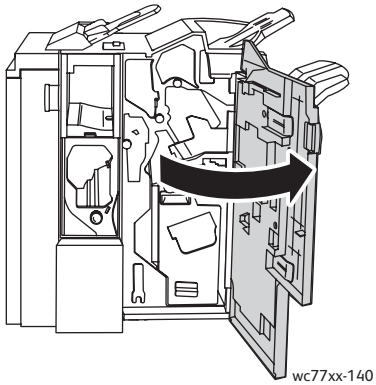


9. Close the finisher door.

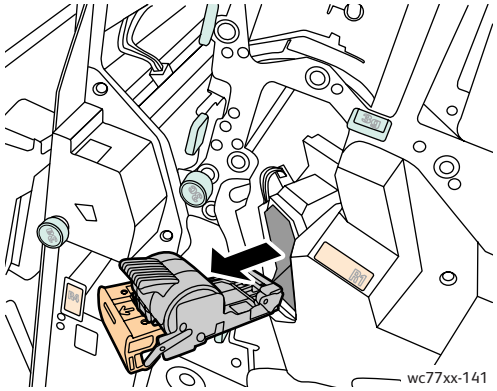
Main Staple Replacement for Light Production Finisher

Warning: Do not perform this procedure when the printer is copying or printing.

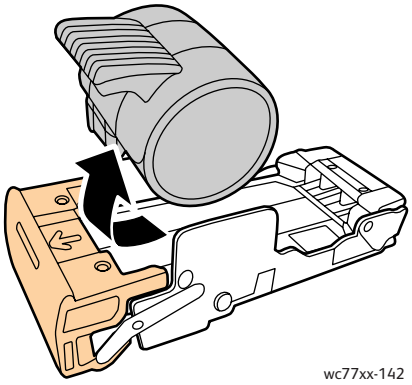
1. Open the right finisher door.



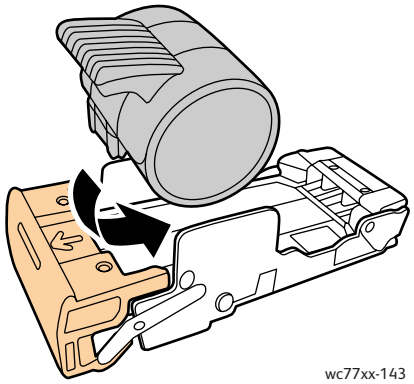
2. Grip the staple cartridge by the orange handle and remove it by pulling it firmly toward you.



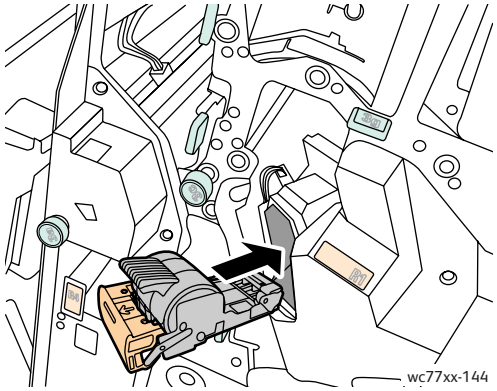
3. Remove the staple case from the staple cartridge.



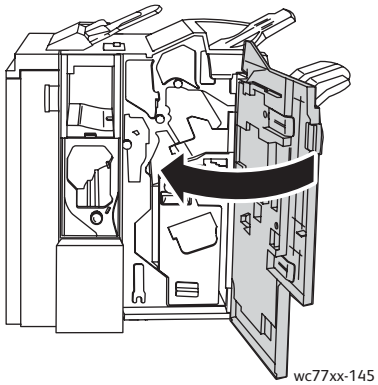
4. Insert the new staple case into the staple cartridge.



5. Grip the staple cartridge by the orange handle and insert it into the staple cartridge unit until it clicks.



6. Close the right finisher door.



9 Troubleshooting

This chapter includes:

- Control Panel Messages on page 170
- General Troubleshooting on page 171
- Clearing Paper Jams on page 174
- Clearing Staple Jams on page 215
- Print Quality Problems on page 226
- Copy and Scan Problems on page 227
- Fax Problems on page 228
- Getting Help on page 231

Control Panel Messages

The control panel touch screen provides information and troubleshooting help. When an error or warning condition occurs, the touch screen displays a message. The touch screen may also display an animated graphic showing the location of the problem, such as the location of a paper jam.

Problems which prevent the full operation of the printer have associated fault codes. These codes will help pinpoint the specific subsystem with the problem. Current faults and fault history can be retrieved at any time.

To see a list of the fault messages that have been displayed on the printer:

1. Press the **Machine Status** button.
2. On the touch screen, touch the **Faults** tab.
3. Touch **Current Faults**, **Current Messages**, or **Fault History**.
4. Touch **Close**.

General Troubleshooting

This section contains procedures to help you locate and resolve problems. Some problems can be resolved by simply restarting the printer.

To restart the printer:

1. Locate the power switch on the top of the printer.
2. Turn the switch OFF, wait 2 minutes, then turn the switch back ON.

If the problem is not resolved by restarting the printer, see the table in this chapter that best describes the problem.

- Printer Does not Turn On on page 171
- Printing Takes Too Long on page 172
- Printer Resets or Turns Off Frequently on page 172
- Printer Is Making Unusual Noises on page 172
- 2-Sided Printing Problems on page 172
- Scanner Error on page 173

Printer Does not Turn On

Probable Causes	Solutions
The power cord is not correctly plugged into the outlet.	Turn off the printer, and plug the power cord securely into the outlet.
Something is wrong with the outlet connected to the printer.	Plug another electrical appliance into the outlet and see whether it operates properly. Try a different outlet.
The power switch is not correctly turned on.	Turn the power switch on the top of the printer off, wait two minutes, then turn it back on. Ensure that the main power switch on the rear of the printer is in the on position.
The printer is connected to an outlet with a voltage or frequency that does not match the printer specifications.	Use a power source with the specifications listed in Electrical Specifications on page 236.

Caution: Plug the three-wire cord (with grounding prong) directly into a grounded AC outlet only. Do not use a power strip. If necessary, contact a licensed electrician to install a properly grounded outlet.

Printing Takes Too Long

Probable Causes	Solutions
The printer is set to a slower printing mode (for example, heavyweight stock or transparency).	It takes more time to print with special media. Make sure that the media type is set properly in the driver and at the printer's control panel.
The printer is in ENERGY SAVE mode.	It takes time for printing to start in power saving mode.
The job is very complex.	Wait. No action needed.

Printer Resets or Turns Off Frequently

Probable Causes	Solutions
The power cord is not correctly plugged into the outlet.	Turn off the printer, confirm that the power cord is correctly plugged into the printer and the outlet, and then turn on the printer.
A system error occurred.	Contact your local Xerox service representative with the fault information. Check the fault history. For details, see Control Panel Messages on page 231.

Printer Is Making Unusual Noises

Probable Causes	Solutions
The tray is not installed correctly.	Open and close the tray you are printing from.
There is an obstruction or debris inside the printer.	Turn off the printer and remove the obstruction or debris. If you cannot remove it, contact your Xerox service representative.

2-Sided Printing Problems

Probable Causes	Solutions
Media or settings are not correct.	Make sure that you are using correct media. For details, see Supported Media on page 41. Envelopes, labels, gloss, extra heavyweight stock, and transparencies cannot be used for 2-Sided Printing. In the printer driver, choose **2-Sided Printing**.

Scanner Error

Probable Causes	Solutions
Scanner is not communicating.	Turn off the printer, and check the scanner cable. Wait 2 minutes and turn the printer on again. If the problem is not resolved, contact your local Xerox service representative.

Clearing Paper Jams

When a jam occurs, the control panel touch screen displays an animated graphic showing the location of the jam.

This section includes:

- Clearing Paper Jams from Tray 1 and Tray 2 on page 175
- Clearing Paper Jams from Tray 3 and Tray 4 on page 176
- Clearing Paper Jams from Tray 5 (Bypass Tray) on page 177
- Clearing Paper Jams from Tray 6 (High-Capacity Feeder) on page 178
- Clearing Paper Jams in the Document Feeder on page 179
- Clearing Paper Jams in the Transfer Module on page 181
- Clearing Paper Jams in the Output Tray on page 183
- Clearing Paper Jams in the Bottom Left Cover on page 184
- Clearing Paper Jams in the Bottom Right Cover on page 185
- Clearing Paper Jams in Advanced Office Finisher and Professional Finisher on page 187
- Clearing Paper Jams in the Light Production Finisher on page 203
- Clearing Hole Punch Jams on page 213
- Clearing Staple Jams on page 215

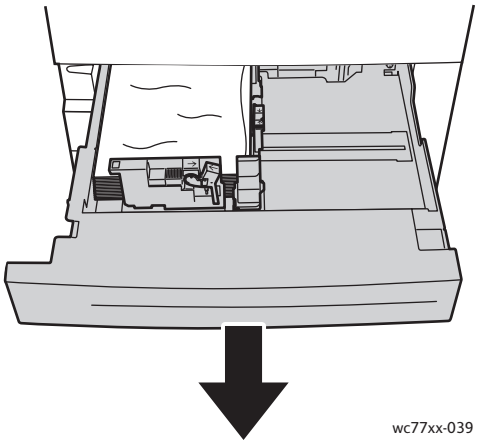
To avoid damage, always remove misfed media gently, without tearing it. Try to remove the paper in the direction that the paper would normally feed. Any piece of media left in the printer, whether large or small, can obstruct the media path and cause further misfeeds. Do not reload media that has misfed.

Note: The printed side of jammed pages may smudge, and the toner may stick to your hands. Do not touch the printed side of the media when removing it. Make sure not to spill any toner inside the printer.

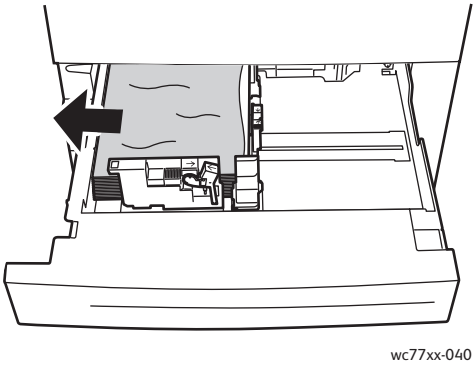
Warning: If you accidentally get toner on your clothes, lightly dust them off as best as you can. If some toner remains on your clothes, use cool, not hot water, to rinse the toner off. If toner gets on your skin, wash it off with cool water and a mild soap. If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

Clearing Paper Jams from Tray 1 and Tray 2

1. Pull the tray out toward you until it stops.



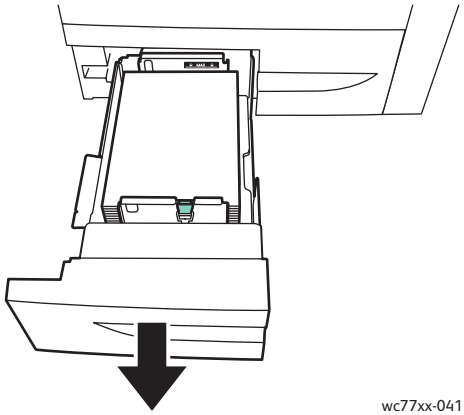
2. Remove the paper from the tray.
3. If the paper is torn, remove the tray completely and check inside the printer for torn pieces of paper.



4. Reload the tray with undamaged paper, then push the tray in until it stops.
5. On the printer's touch screen, touch **Confirm**.

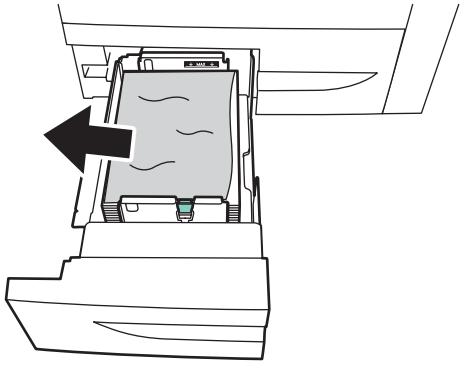
Clearing Paper Jams from Tray 3 and Tray 4

1. Pull the tray out toward you until it stops.



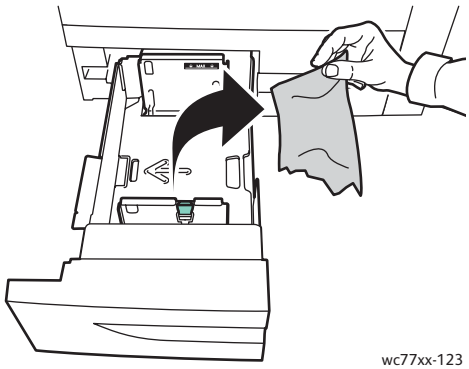
wc77xx-041

2. Remove the paper from the tray.



wc77xx-042

3. If the paper is torn, remove the torn pieces of paper from the tray and check inside the printer for torn pieces of paper.



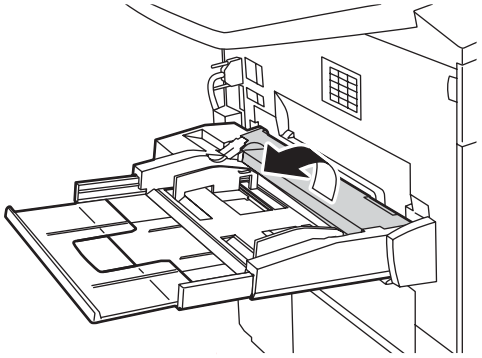
wc77xx-123

4. Reload the tray with undamaged paper, then push the tray in until it stops.

5. On the printer's touch screen, touch **Confirm**.

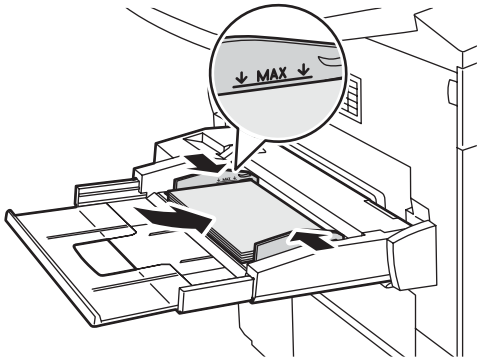
Clearing Paper Jams from Tray 5 (Bypass Tray)

1. Open the cover on Tray 5 (Bypass Tray).



wc77xx-043

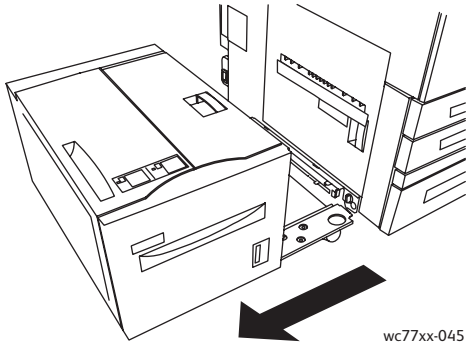
2. Make sure there are no sheets of paper in the paper feed entrance area, and remove any jammed paper.
3. If the paper is torn, check inside the printer for torn pieces of paper.
4. Close the Tray 5 cover.
5. Fan the paper you removed and make sure that all four corners are neatly aligned.
6. Insert the paper into the tray with the printing side faceup. The leading edge should lightly touch the paper feed entrance.



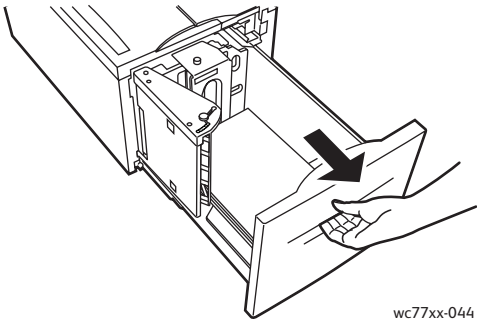
wc77xx-028

Clearing Paper Jams from Tray 6 (High-Capacity Feeder)

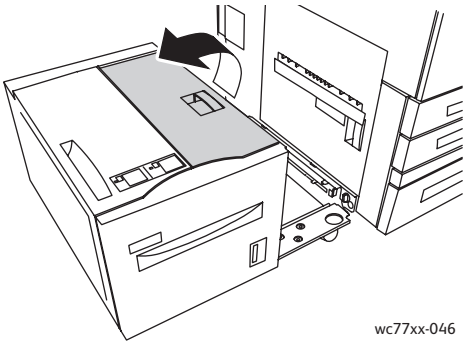
1. Slide the entire Tray 6 High-Capacity Feeder assembly to the left until it stops.



2. Pull the tray out toward you until it stops. If jammed paper is visible, remove it. If the paper is torn, check inside the printer for torn pieces of paper.



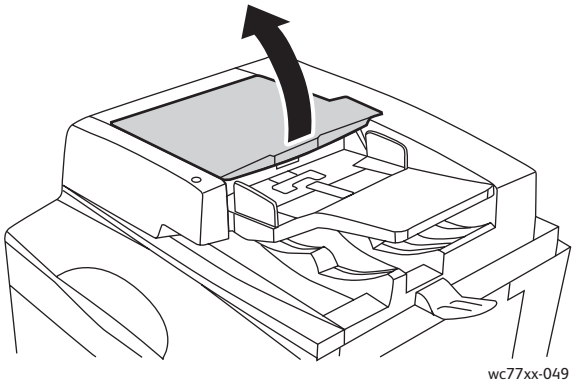
3. If jammed paper is not visible, open the top cover and remove any jammed paper. If the paper is torn, check inside the printer for torn pieces of paper.



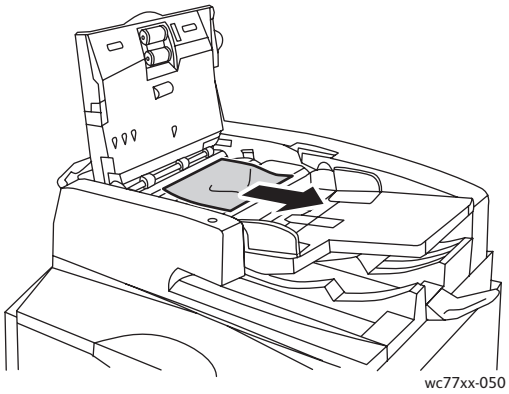
4. Close the top cover, then gently slide the entire Tray 6 assembly to the right, back to its original position.

Clearing Paper Jams in the Document Feeder

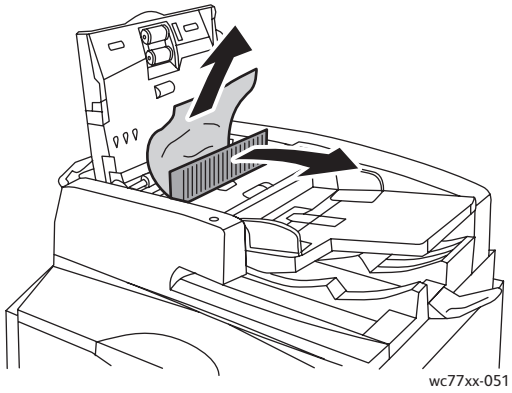
1. Open the document feeder top cover until it comes to a stop. The document feeder left cover will open automatically.



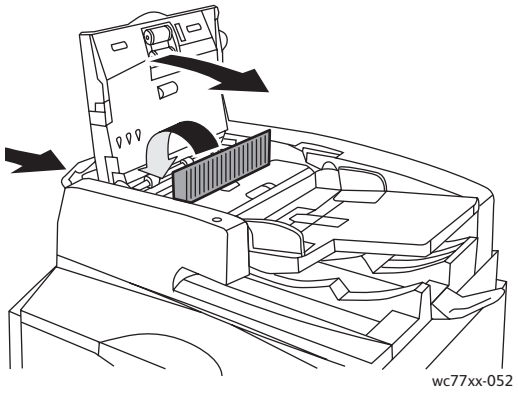
2. If the paper is not jammed in the document feeder, pull it out in the direction shown.



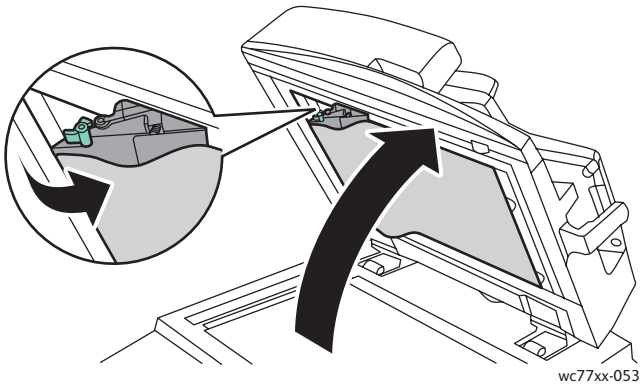
3. If the paper is jammed in the document feeder, lift the handle and open the inner cover. Remove the jammed paper.



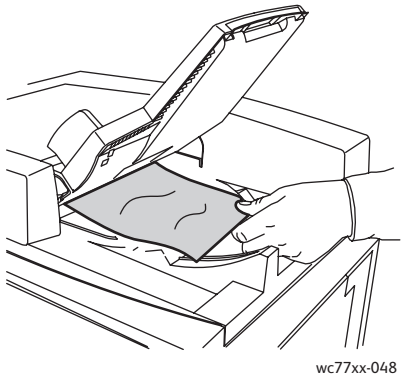
4. Close the inner cover, close the top cover until it clicks into place, then close the left cover until it clicks into place.



5. If the jammed paper is not visible, raise the document feeder. Pull the green handle and remove any jammed media from under the document feeder or from the document glass. Return the green handle to its original position.



6. Close the document feeder.
7. If the jammed paper is not visible, lift the document feeder tray and remove the jammed paper.



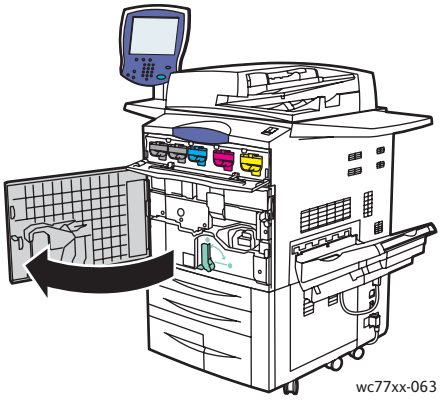
8. Return the document feeder tray to its original position.
9. Reinsert originals in the document feeder.

   Caution: Torn, wrinkled or folded originals may cause jams and damage the printer. To copy them, use the document glass.

Clearing Paper Jams in the Transfer Module

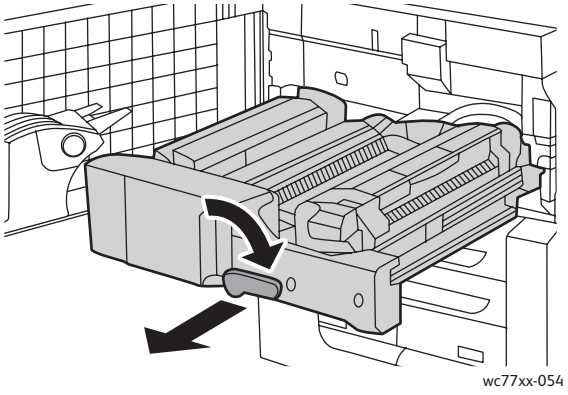
Warning: Do not perform this operation when the printer is copying or printing.

1. Open the printer front cover.



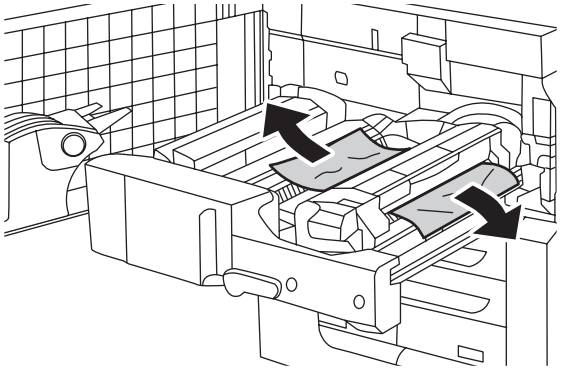
2. Turn green handle **2** to the right until it stops in the horizontal position, then pull the transfer module straight out until it stops.

   Warning: The area around the fuser may be hot. Use caution to avoid injury.

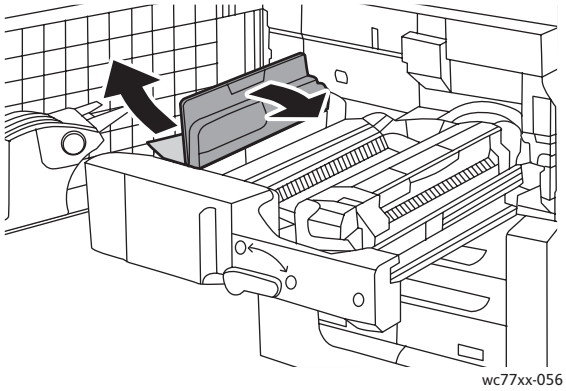


3. Remove the jammed paper.

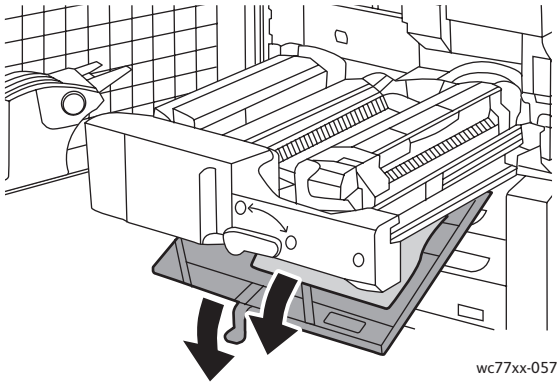
   Note: If the paper is torn, remove all torn pieces from the printer.



4. If jammed paper is not visible, move green handle **2a** to the right, remove the jammed paper, then release green handle **2a**.

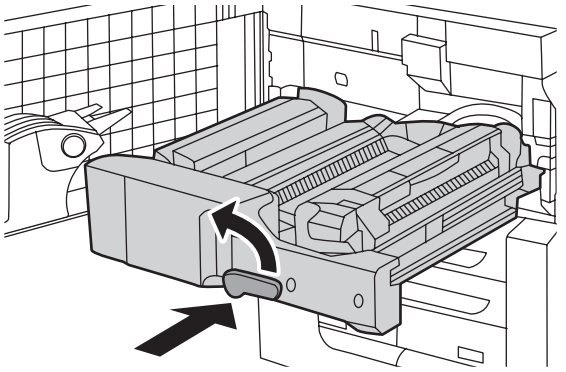


5. If jammed paper is not visible, pull down green handle **2b** and remove jammed paper.

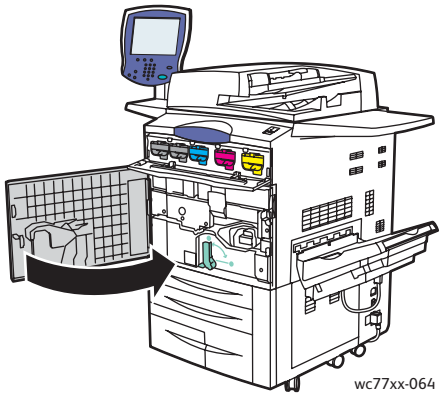


6. Return green handle **2b** to its original position.

7. Push the transfer module completely into the printer, then turn green handle **2** to the left until it stops in the vertical position.



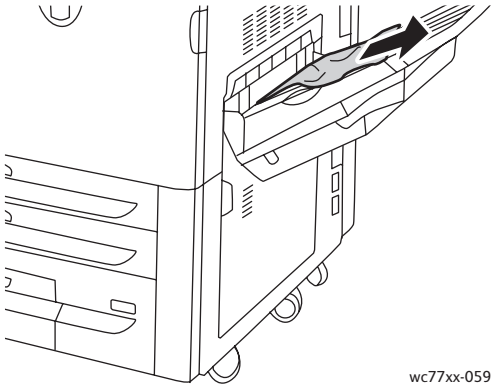
8. Close the front cover.



Clearing Paper Jams in the Output Tray

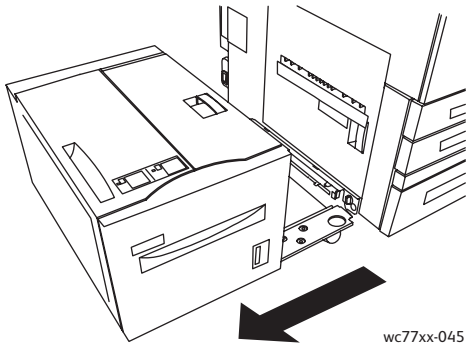
Remove jammed paper from the output tray.

Note: If the paper is torn, remove all torn pieces from the printer.

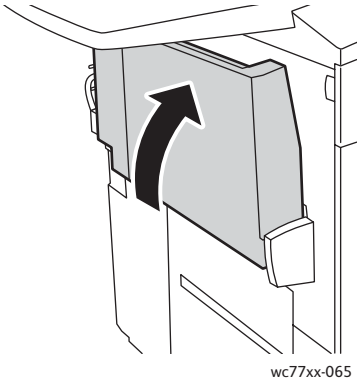


Clearing Paper Jams in the Bottom Left Cover

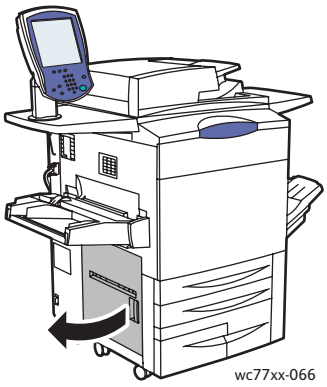
1. If Tray 6 is installed, slide the entire Tray 6 High-Capacity Feeder assembly to the left until it stops.



2. Raise Tray 5 (Bypass Tray).



3. Pull the release handle and open the bottom left cover.



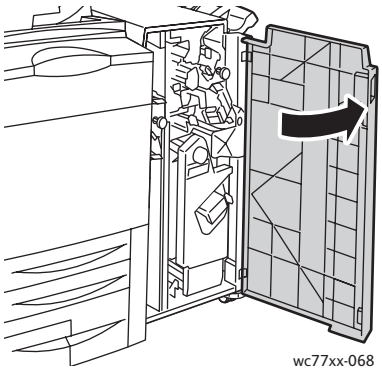
4. Remove any jammed paper.

   Note: If the paper is torn, remove all torn pieces from the printer.

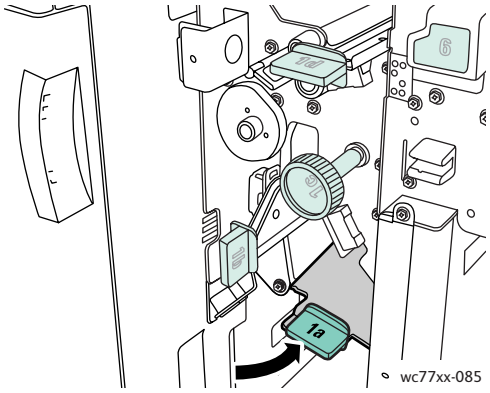
5. Close the bottom left cover.
6. Lower Tray 5 (Bypass Tray).
7. If necessary, slide the entire Tray 6 High Capacity Feeder assembly to the right to its original position.

Clearing Paper Jams in the Bottom Right Cover

1. If a finisher is installed, open the finisher door.

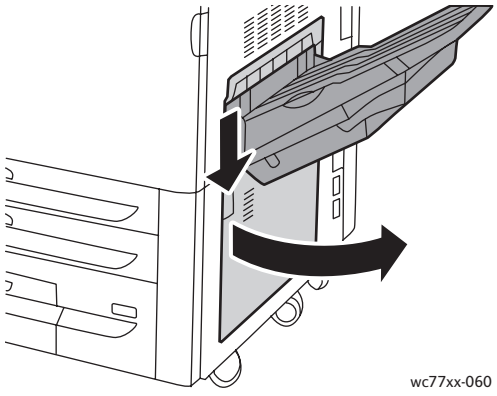


2. Move green handle **1a** to the right.



3. Push the release lever down and open the cover.

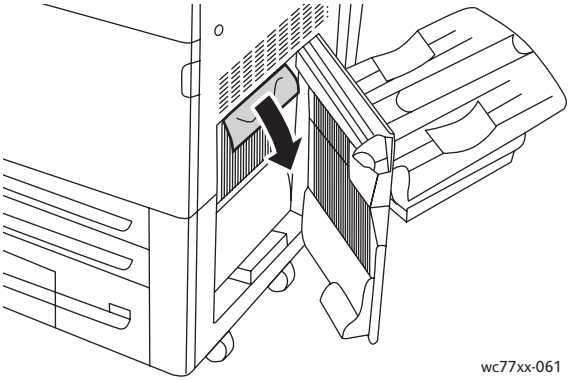
   Note: If a finisher is installed, the output tray shown in the illustration will not be present.



4. Remove the upper and lower jammed paper.

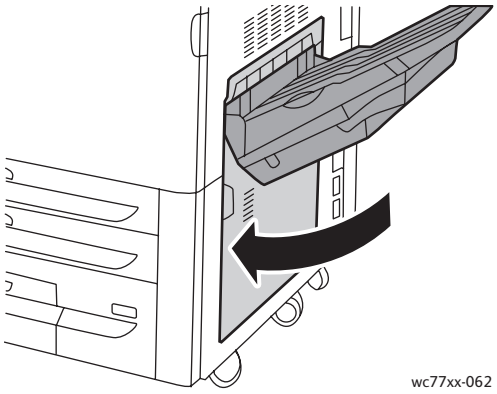
   Notes:

   - If a finisher is installed, the output tray shown in the illustration will not be present.
   - Paper may adhere to the inside of the cover and under the transport.
   - If the paper is torn, remove all torn pieces from the printer.

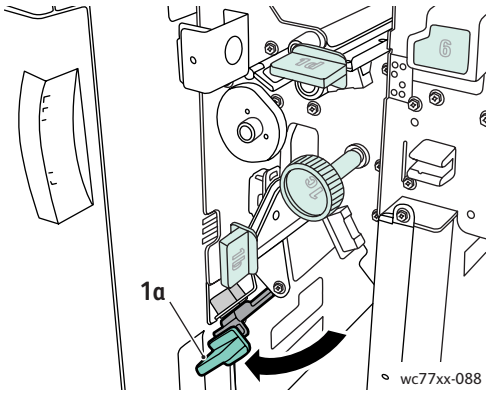


5. Close the bottom right cover.

   Note: If a finisher is installed, the output tray shown in the illustration will not be present.



6. If a finisher is installed, push green handle **1a** to the left until it locks, then close the finisher door.



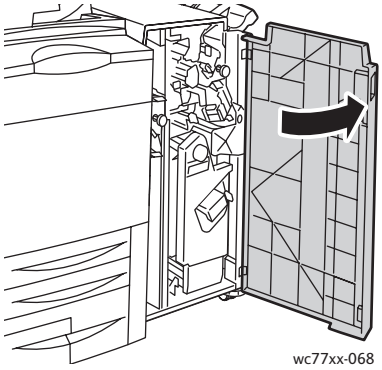
Clearing Paper Jams in Advanced Office Finisher and Professional Finisher

This section includes:

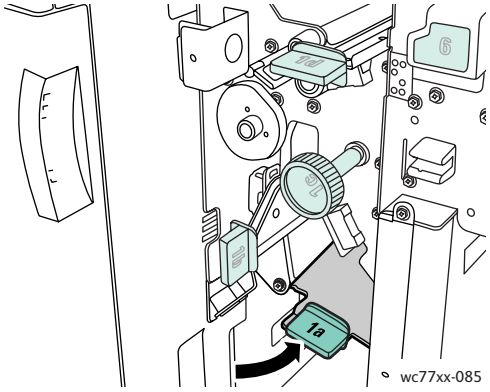
- Paper Jams at 1a in the Finisher on page 187
- Paper Jams at 1b in the Finisher on page 188
- Paper Jams at 1d in the Finisher (Using Knob 1c) on page 190
- Paper Jams at 2a in the Finisher (Using Knob 2c) on page 193
- Paper Jams at 2b in the Finisher on page 195
- Paper Jams at 2b in the Finisher (Using Knob 2c) on page 196
- Paper Jams at 3 in the Finisher on page 197
- Paper Jams at 5 in the Finisher on page 199
- Paper Jams at 4a in the Booklet Maker on page 199
- Paper Jams at 4b in the Booklet Maker on page 200
- Paper Jams in the Booklet Tray on page 202

Paper Jams at 1a in the Finisher

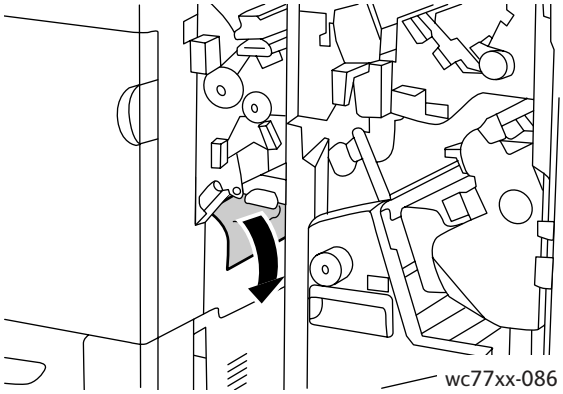
1. Open the finisher door.



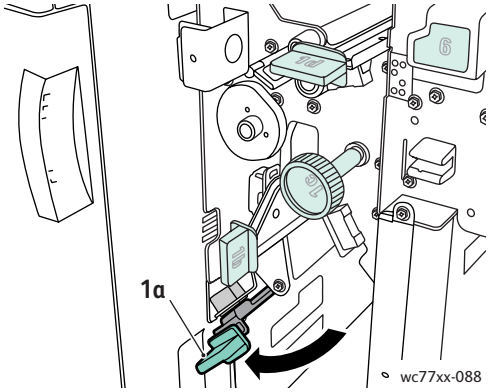
2. Move green handle **1a** to the right.



3. Remove the jammed paper.



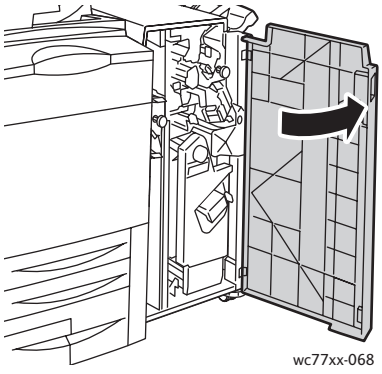
4. Return lever **1a** to its original position.



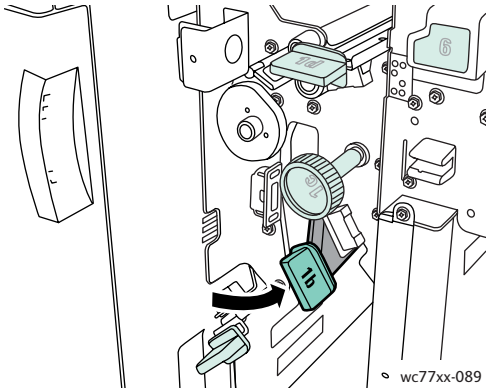
5. Close the finisher door.

Paper Jams at 1b in the Finisher

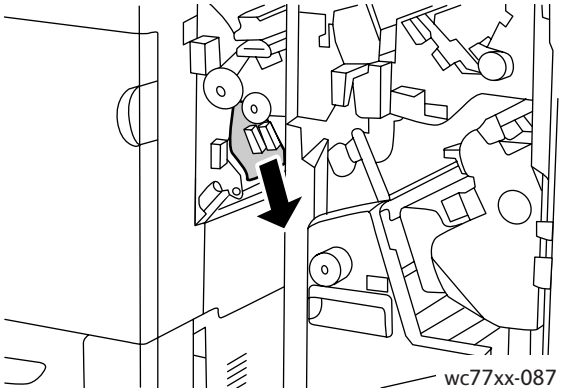
1. Open the finisher door.



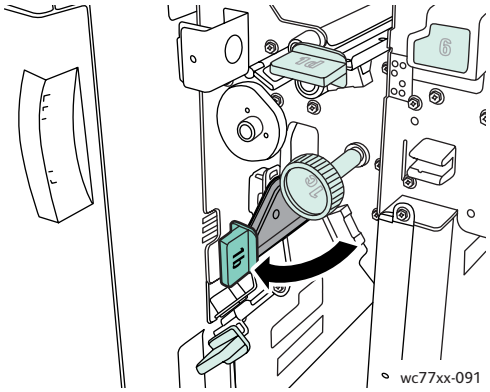
2. Move green lever **1b** to the right.



3. Remove the jammed paper.



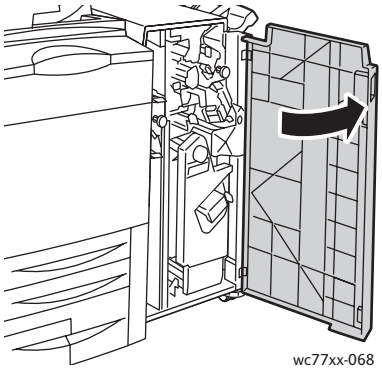
4. Return lever **1b** to its original position.



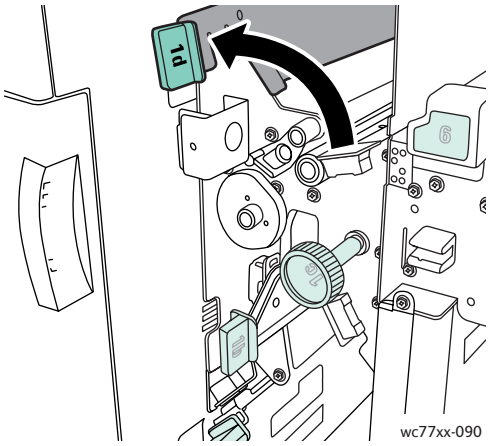
5. Close the finisher door.

Paper Jams at 1d in the Finisher (Using Knob 1c)

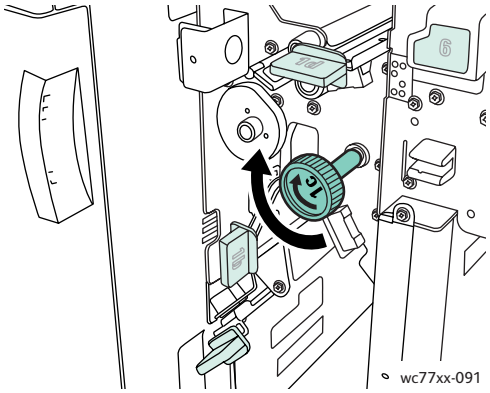
1. Open the finisher door.



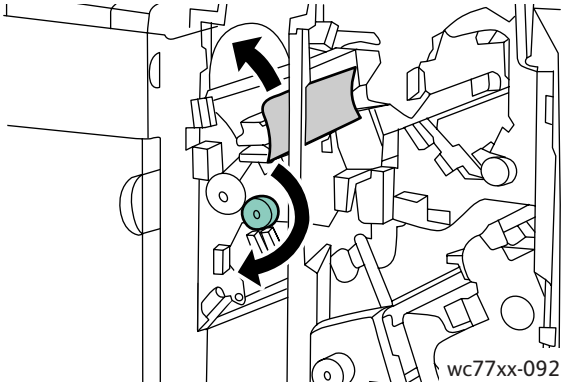
2. Move green lever **1d** to the left.



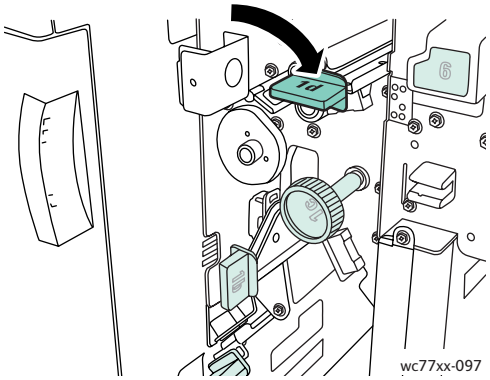
3. Turn green knob **1c** in the direction shown to release the paper.



4. Remove the jammed paper.



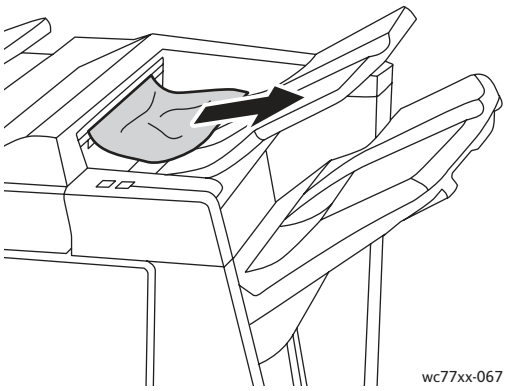
5. Return lever **1d** to its original position.



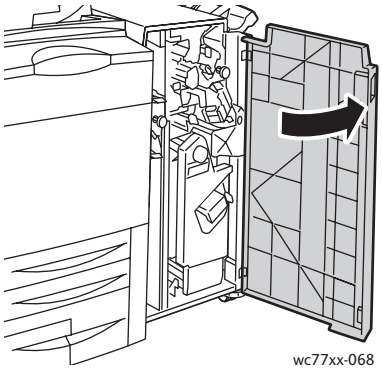
6. Close the finisher door.

Paper Jams at 2a in the Finisher

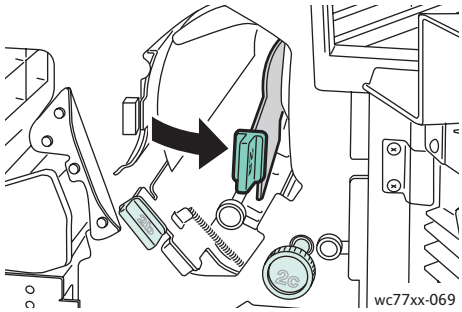
1. If the paper is visible at the output tray exit, carefully remove the paper by pulling it in the direction shown.



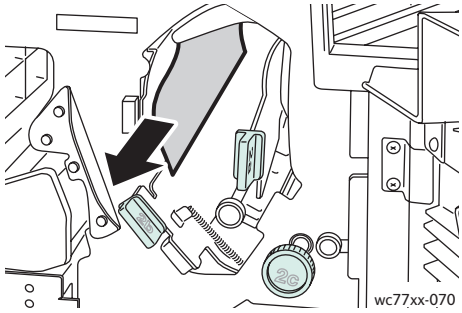
2. Open the finisher door.



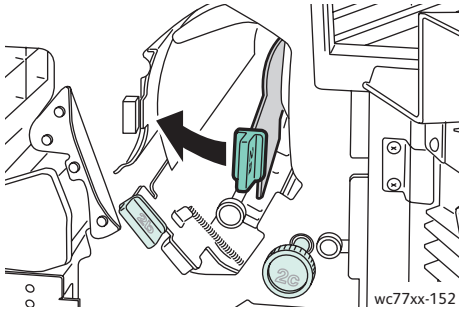
3. Move green lever **2a** to the right.



4. Remove the jammed paper.



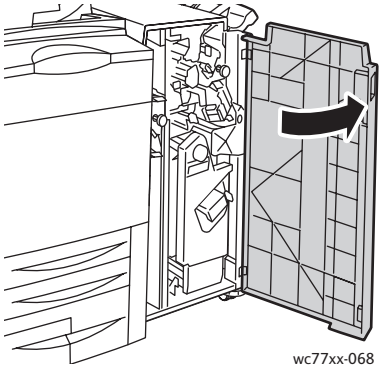
5. Return handle **2a** to its original position.



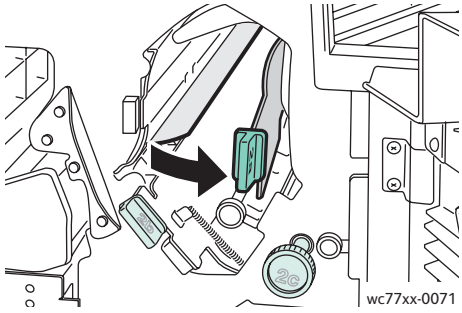
6. Close the finisher door.

Paper Jams at 2a in the Finisher (Using Knob 2c)

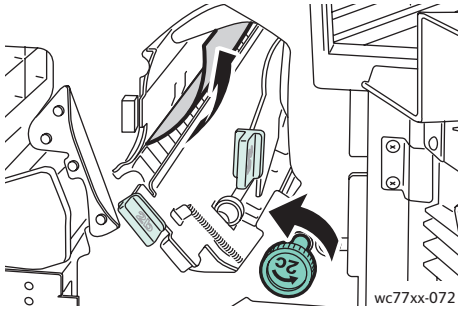
1. Open the finisher door.



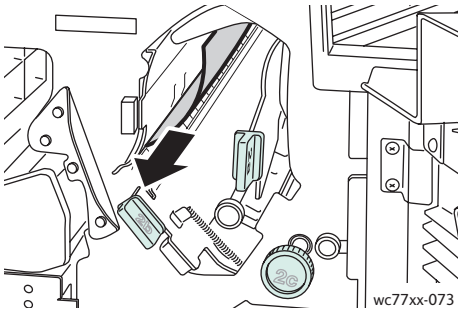
2. Move green lever **2a** to the right.



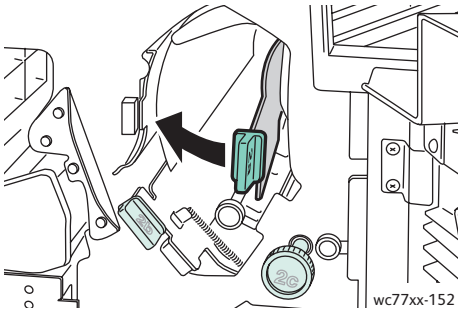
3. Turn green knob **2c** in the direction shown to release the paper.



4. Remove the jammed paper.



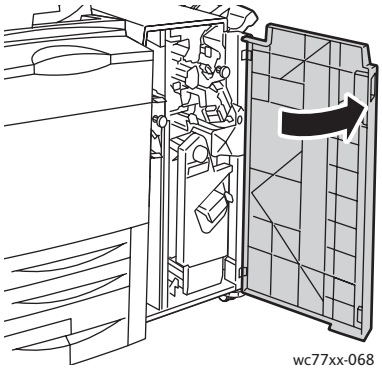
5. Return lever **2a** to its original position.



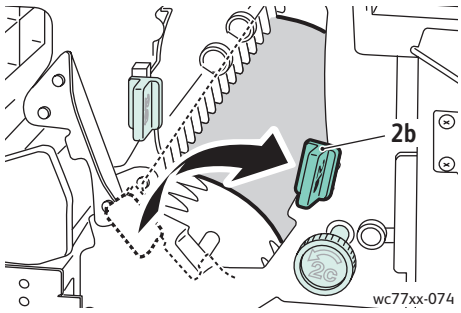
6. Close the door of the finisher.

Paper Jams at 2b in the Finisher

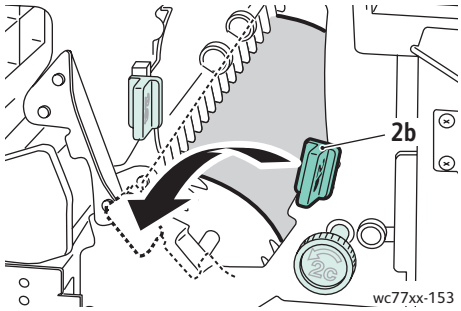
1. Open the finisher door.



2. Move green lever **2b** to the right, then remove the jammed paper.



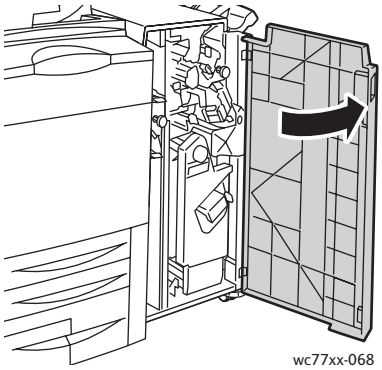
3. Return lever **2b** to its original position.



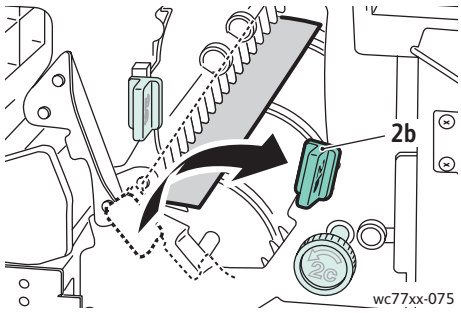
4. Close the finisher door.

Paper Jams at 2b in the Finisher (Using Knob 2c)

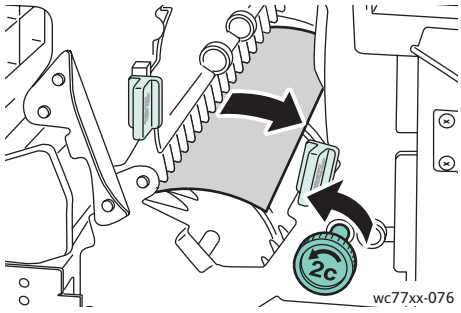
1. Open the finisher door.



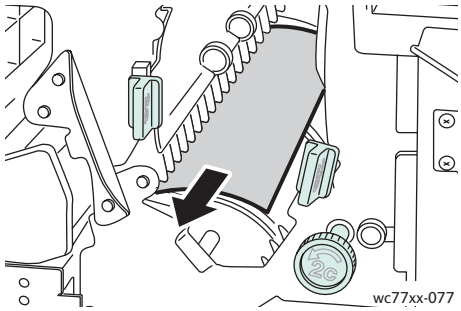
2. Move green lever **2b** to the right.



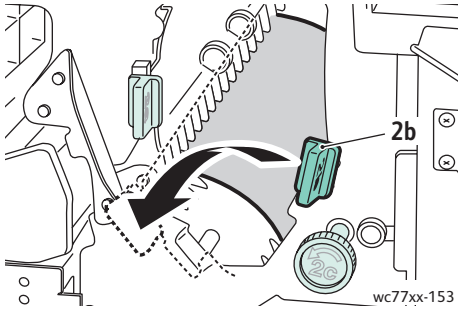
3. Turn green knob **2c** in the direction shown to release the paper.



4. Remove the jammed paper.



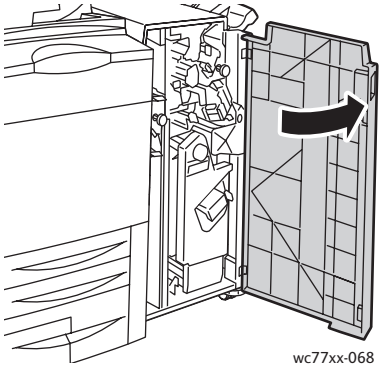
5. Return lever **2b** to its original position.



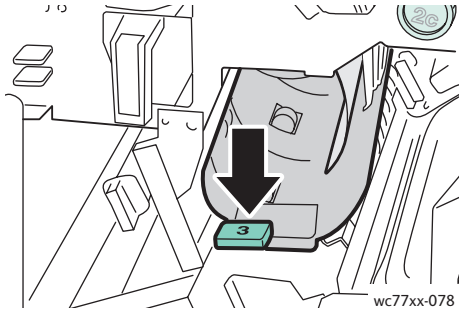
6. Close the finisher door.

Paper Jams at 3 in the Finisher

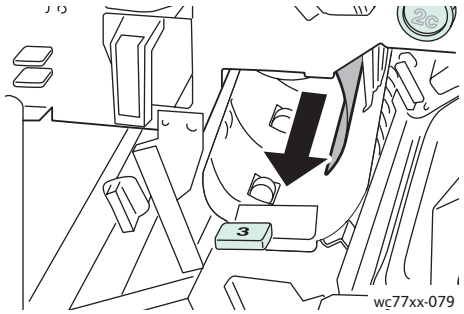
1. Open the finisher door.



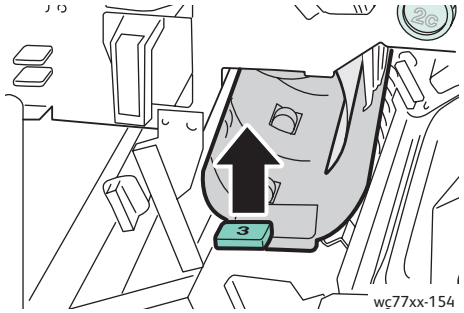
2. Pull down green lever **3**.



3. Remove the jammed paper.



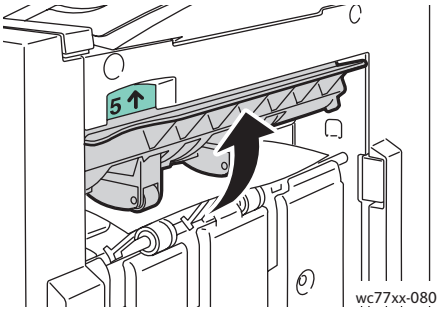
4. Return lever **3** to its original position.



5. Close the finisher door.

Paper Jams at 5 in the Finisher

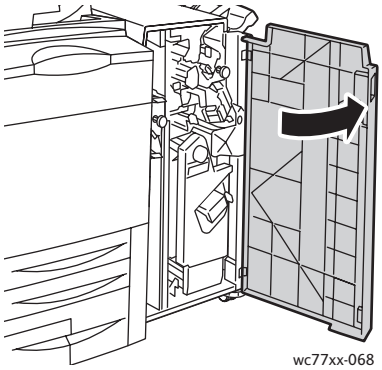
1. Open finisher exit cover **5** (right side of the finisher above the output tray), by lifting upward at green label **5**.



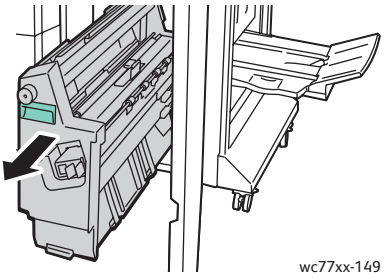
2. Remove the jammed paper by pulling it in the direction shown.
3. Return finisher exit cover **5** to its original position.

Paper Jams at 4a in the Booklet Maker

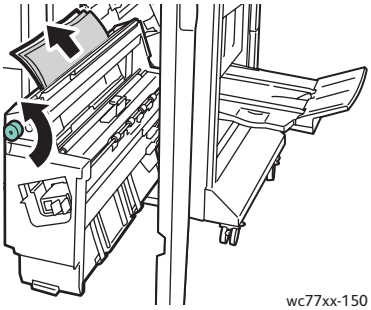
1. Open the finisher door.



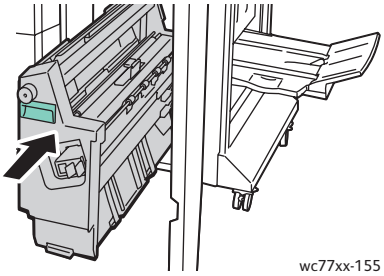
2. Using the green handle, pull out unit **4** until it stops.



3. Turn green knob **4a** in the direction shown to remove the jammed paper.



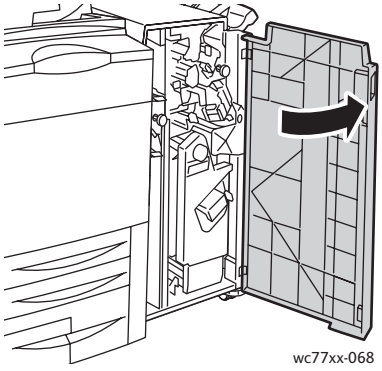
4. Return unit **4** to its original position.



5. Close the finisher door.

Paper Jams at 4b in the Booklet Maker

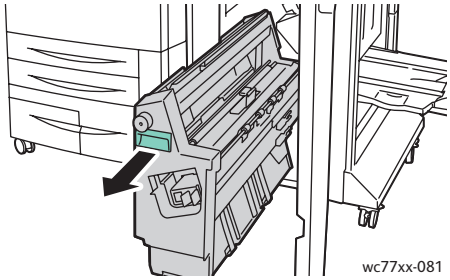
1. Open the finisher door.



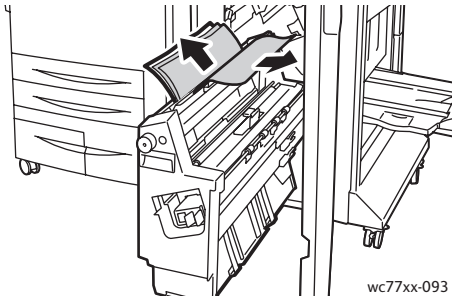
2. Move green lever **4b** to the left.

3. If paper is visible, remove the jammed paper by pulling in the direction shown.

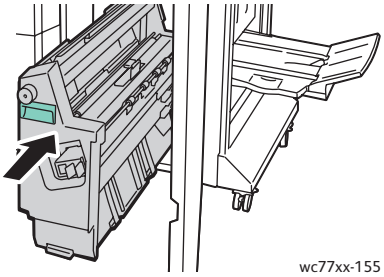
4. Using the green handle, pull out unit **4** until it stops.



5. Remove the jammed paper from the upper left side and inside of the unit.



6. Return unit **4** to its original position.

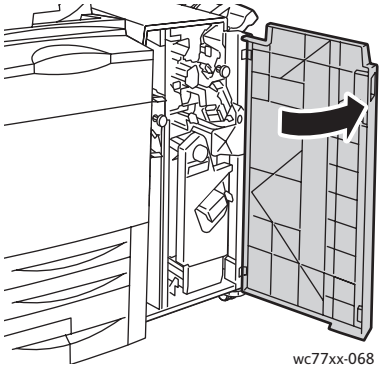


7. Return lever **4b** to its original position.

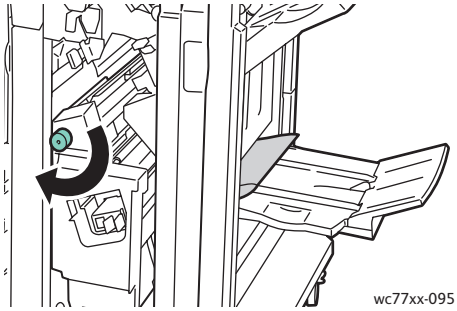
8. Close the finisher door.

Paper Jams in the Booklet Tray

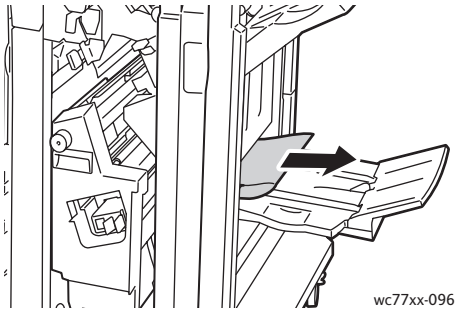
1. Open the finisher door.



2. Turn green knob **4a** in the direction shown to release the jammed paper.



3. Remove the jammed paper by pulling in the direction shown.



4. Close the finisher door.

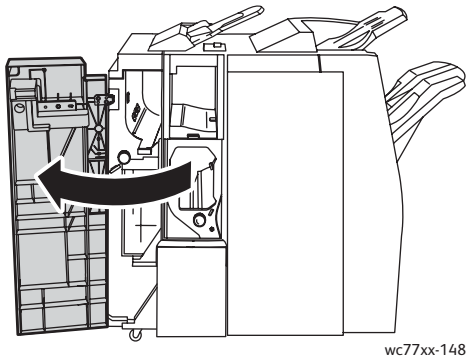
Clearing Paper Jams in the Light Production Finisher

This section includes:

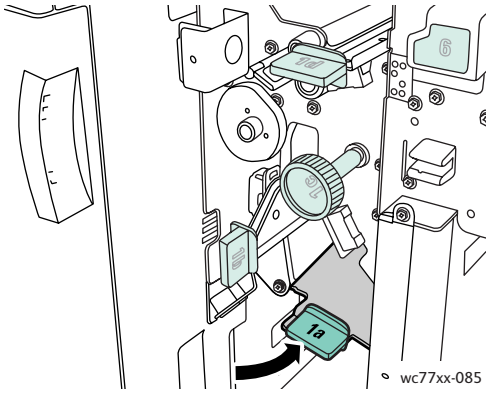
- Clearing Jams at 1a (using Knob 1c) on page 204
- Clearing Jams at 2a on page 205
- Clearing Jams at 3e (using Knob 3c) on page 206
- Paper Jams at 4a in the Booklet Maker on page 207
- Paper Jams at 4b in the Booklet Maker on page 208
- Paper Jams in the Booklet Maker Tray on page 210
- Clearing Jams from the Finisher Tray on page 211
- Clearing Jams from the Output Tray on page 212
- Clearing Jams from Tray 8 on page 212

Clearing Jams at 1a (using Knob 1c)

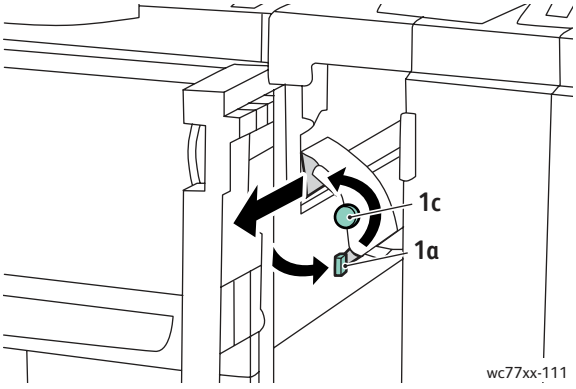
1. Open the left finisher door.



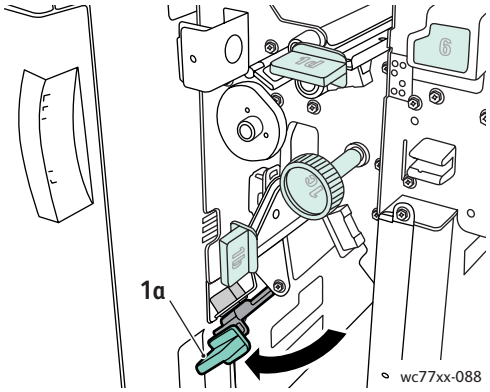
2. Move green handle **1a** to the right.



3. Turn green knob **1c** in the direction shown, then remove the jammed paper.



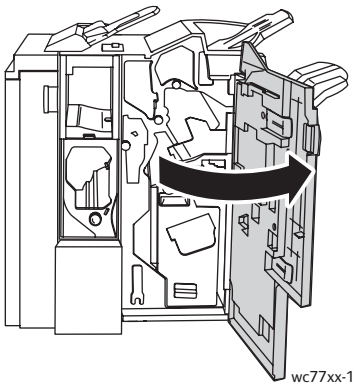
4. Return handle **1a** to its original position.



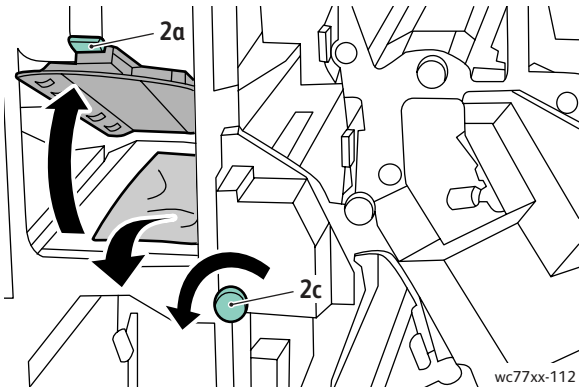
5. Close the left door of the finisher.

Clearing Jams at 2a

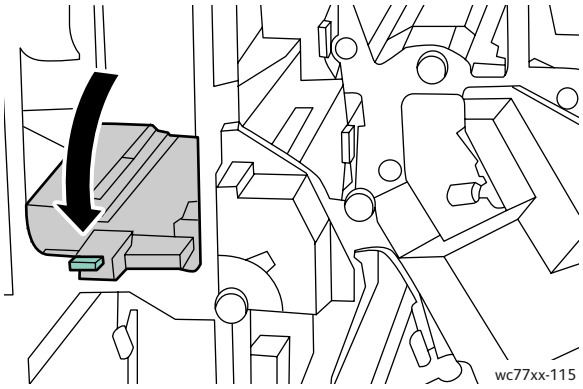
1. Open the right finisher door.



2. Lift green handle **2a**, then remove the jammed paper. If necessary, turn green knob **2c** in the direction shown to release the paper.



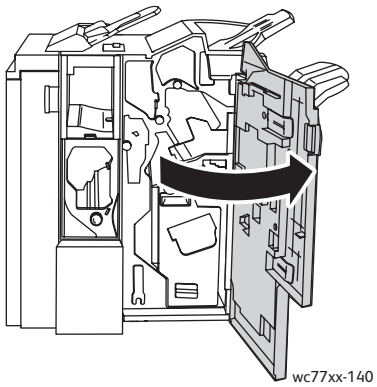
3. Return handle **2a** to its original position.



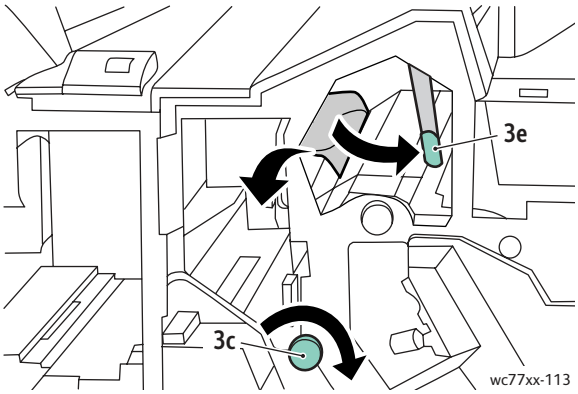
4. Close the right finisher door.

Clearing Jams at 3e (using Knob 3c)

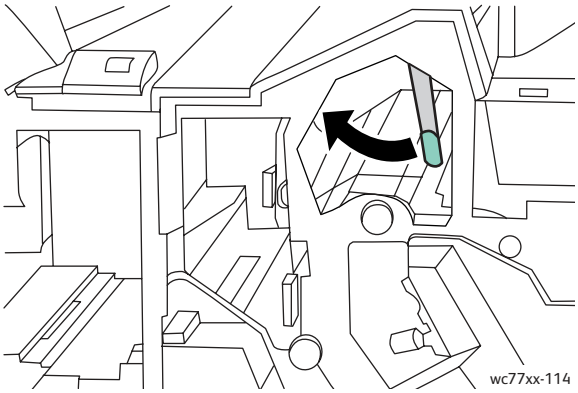
1. Open the right finisher door.



2. Move green handle **3e** to the right. If necessary, turn green knob **3c** in the direction shown to release the paper. Remove the jammed paper. If the paper is torn, check inside the printer for torn pieces of paper.



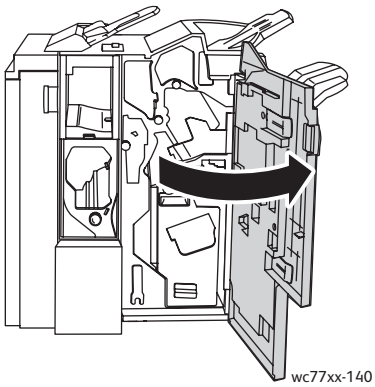
3. Return handle **3e** to its original position.



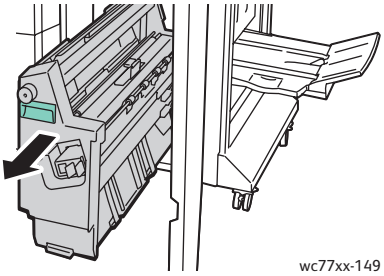
4. Close the right finisher door.

Paper Jams at 4a in the Booklet Maker

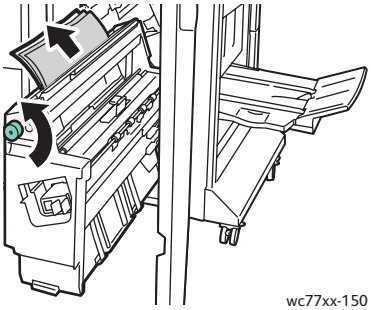
1. Open the right finisher door.



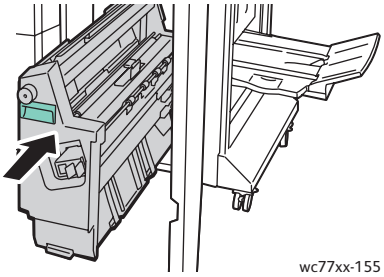
2. Using the green handle, pull out unit **4** until it stops.



3. Turn green knob **4a** in the direction shown to remove the jammed paper.



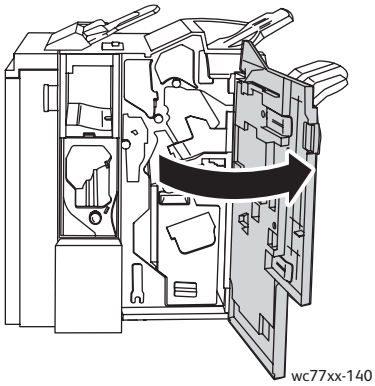
4. Return unit **4** to its original position.



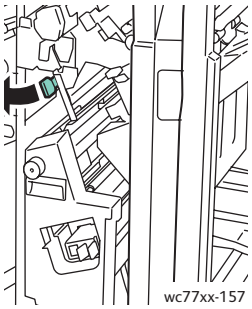
5. Close the right finisher door.

Paper Jams at 4b in the Booklet Maker

1. Open the right finisher door.

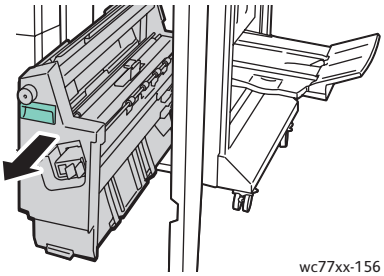


2. Move green lever **4b** to the left.

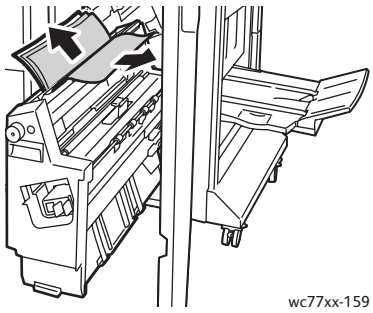


3. If paper is visible, remove the jammed paper by pulling in the direction shown.

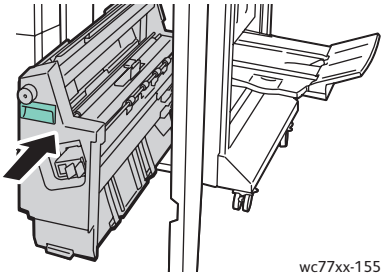
4. Using the green handle, pull out unit **4** until it stops.



5. Remove the jammed paper from the upper left side and inside of the unit.



6. Return unit **4** to its original position.

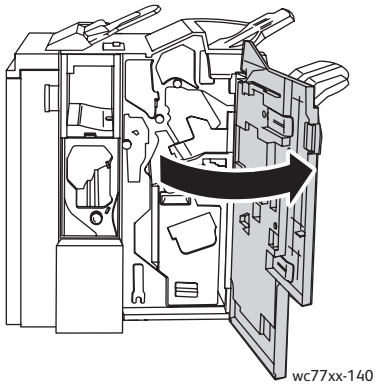


7. Return lever **4b** to its original position.

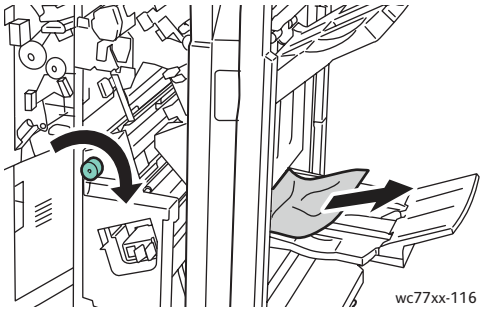
8. Close the right finisher door.

Paper Jams in the Booklet Maker Tray

1. Open the finisher right door.



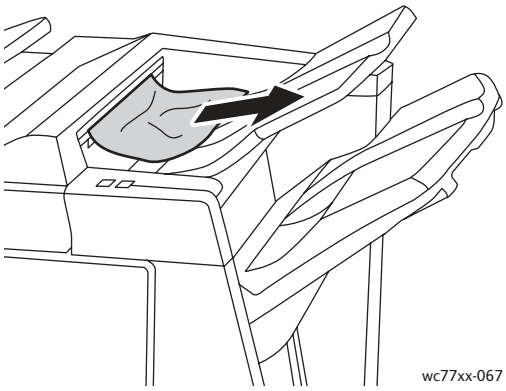
2. Turn green knob **4a** in the direction shown. Remove the jammed paper from the tray.



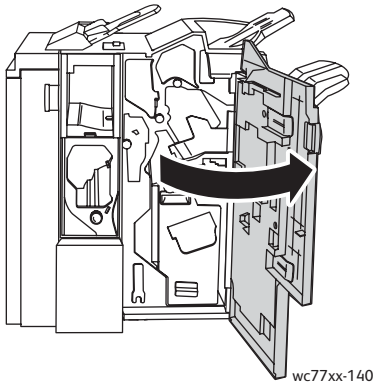
3. Close the right finisher door.

Clearing Jams from the Finisher Tray

1. Remove any jammed paper from the tray. If paper is torn, look inside the printer for torn pieces.

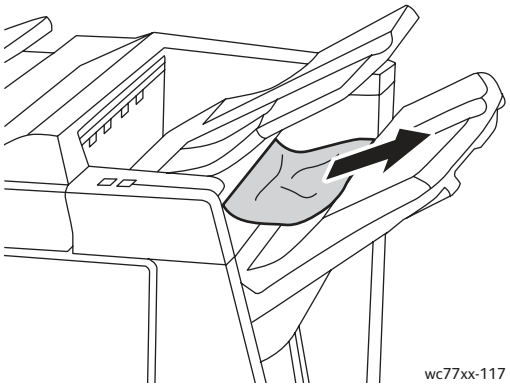


2. Open, then close the right finisher door.



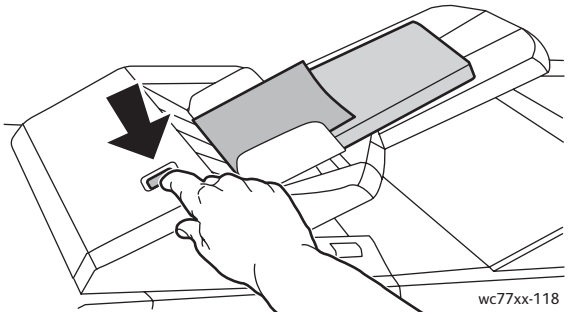
Clearing Jams from the Output Tray

1. Remove jammed paper from the output tray. If paper is torn, look inside the printer for torn pieces.

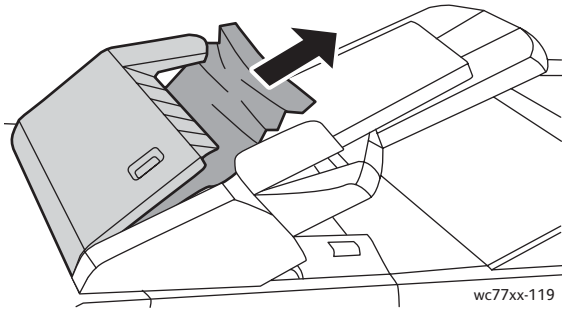


Clearing Jams from Tray 8

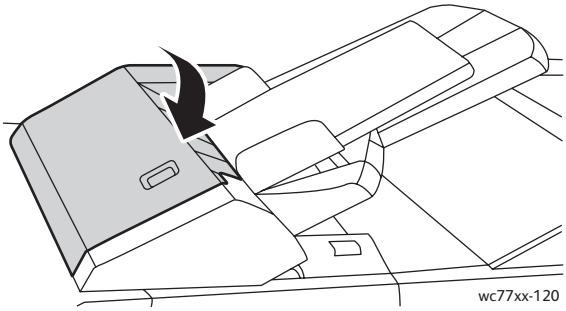
1. Press the cover button.



2. Open the cover and remove the jammed paper.



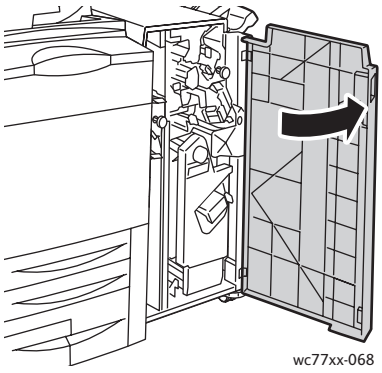
3. Close the cover until it clicks into place.



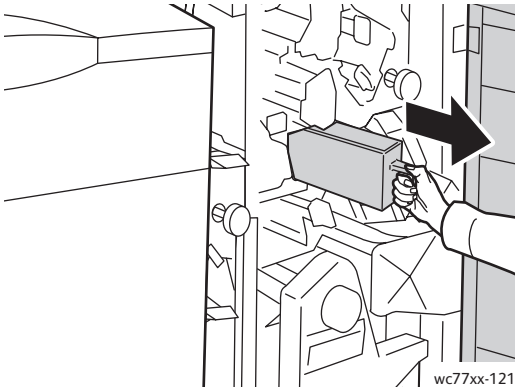
4. Remove and reload all paper in the tray.

Clearing Hole Punch Jams

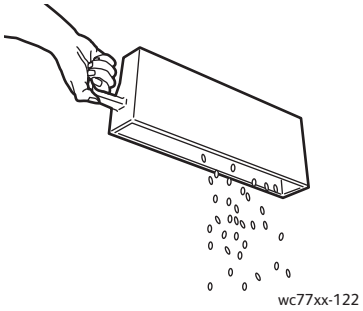
1. Open the finisher door.



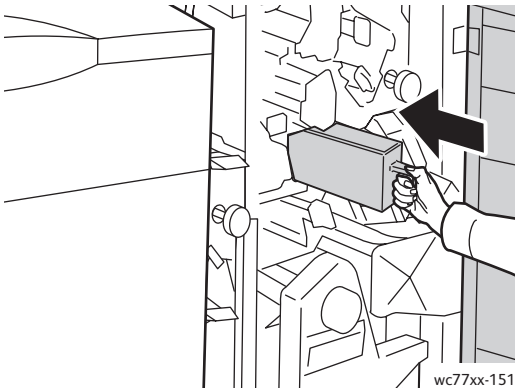
2. Remove the Hole Punch Waste Container at R4.



3. Empty the waste container.



4. Insert the container all the way into the finisher.



5. Locate and remove any paper jams.
6. Close the finisher door.

Clearing Staple Jams

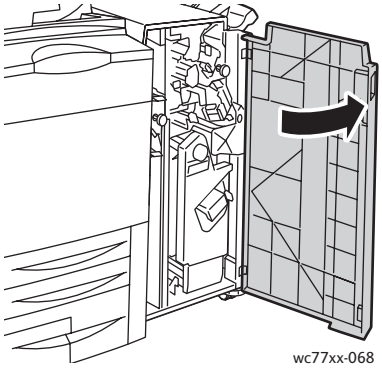
This section includes:

- Clearing Main Staple Jams in the Advanced Finisher and the Professional Finisher on page 215
- Clearing Main Staple Jams in the Light Production Finisher on page 217
- Clearing Booklet Staple Jams in the Professional Finisher and the Light Production Finisher on page 220

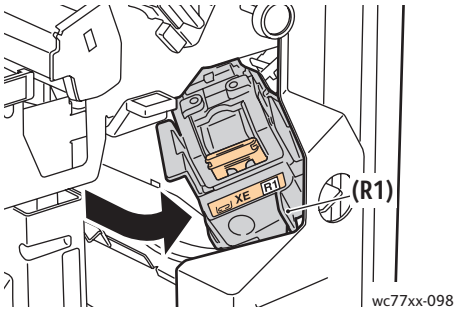
Clearing Main Staple Jams in the Advanced Finisher and the Professional Finisher

Warning: Do not perform this procedure while the printer is copying or printing.

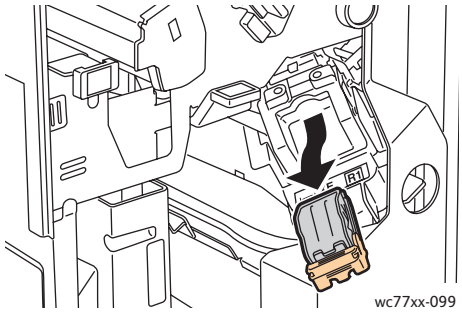
1. Open the finisher door.



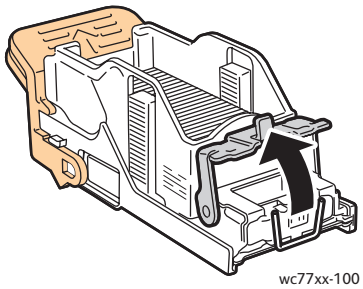
2. Hold the staple cartridge unit by orange lever **R1** and push it to the right.



3. Grip the staple cartridge by the orange handle and remove it by pulling it firmly toward you. Check inside the finisher for any loose staples and remove them.

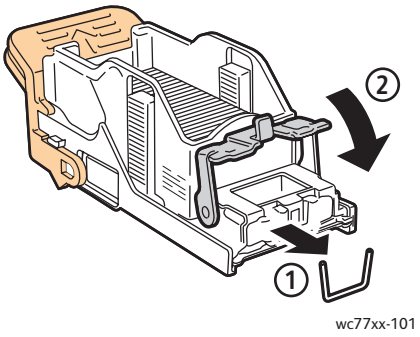


4. Open the staple cartridge clamp by pulling firmly in the direction shown.

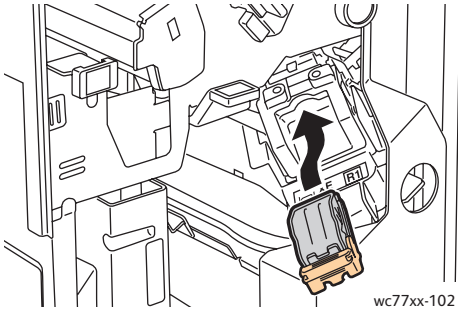


5. Remove the jammed staples (1), then push the clamp in the direction shown until it snaps into the locked position (2).

   Warning: The points of the jammed staples are sharp. Remove the jammed staples carefully.



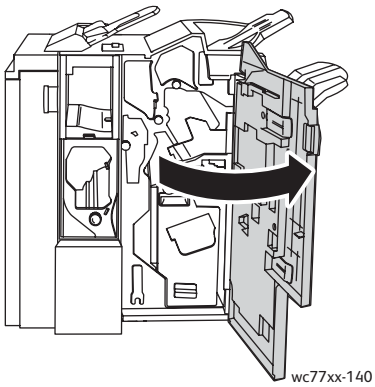
6. Grip the staple cartridge by the orange handle and insert it into the staple cartridge unit until it clicks.



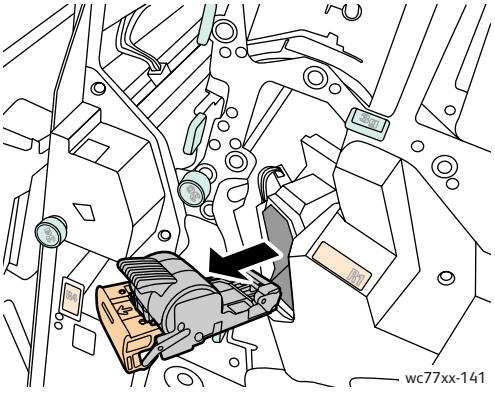
7. Close the finisher front door.

Clearing Main Staple Jams in the Light Production Finisher

1. Open the right finisher door.

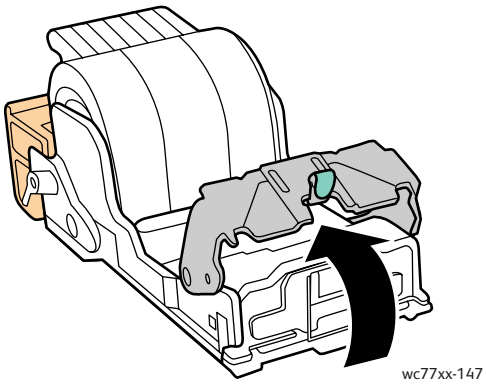


2. Grip the staple cartridge by the orange handle and remove it by pulling it firmly toward you. Check inside the finisher for any loose staples and remove them.

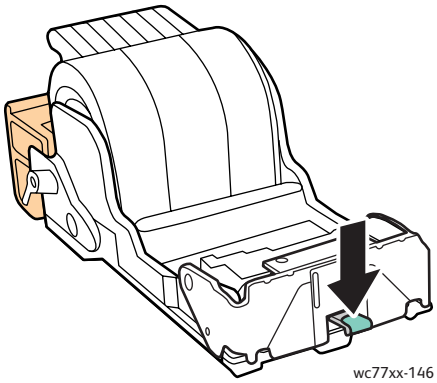


3. Open the staple cartridge cover and remove the jammed staples.

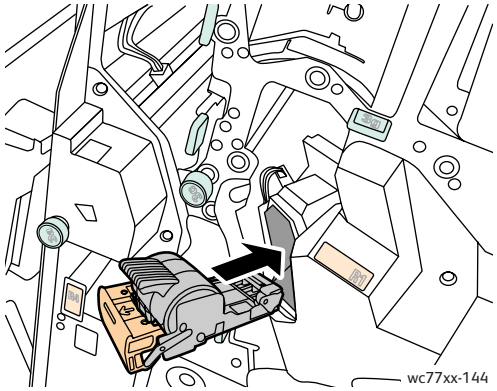
   Warning: The points of the jammed staples are sharp. Remove the jammed staples carefully.



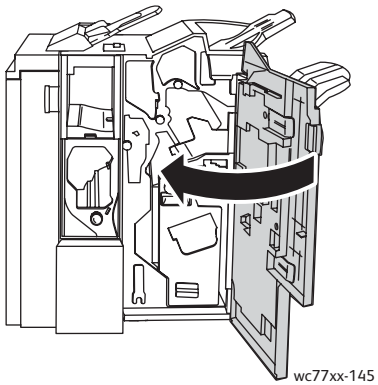
4. Close the staple cartridge cover.



5. Grip the staple cartridge by the orange handle and insert it into the staple cartridge unit until it clicks into place.



6. Close the right finisher door.

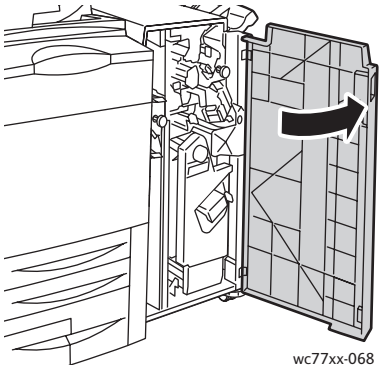


Clearing Booklet Staple Jams in the Professional Finisher and the Light Production Finisher

The booklet stapler uses two staple cartridges labeled **R2** and **R3**. Booklet stapling requires that both staple cartridges be free of jammed staples.

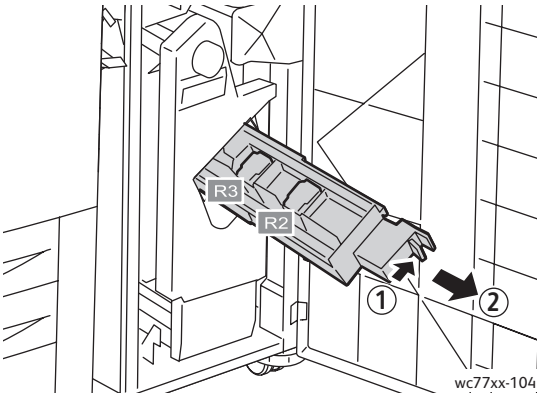
Warning: Do not perform this procedure when the printer is copying or printing.

1. Open the finisher door.

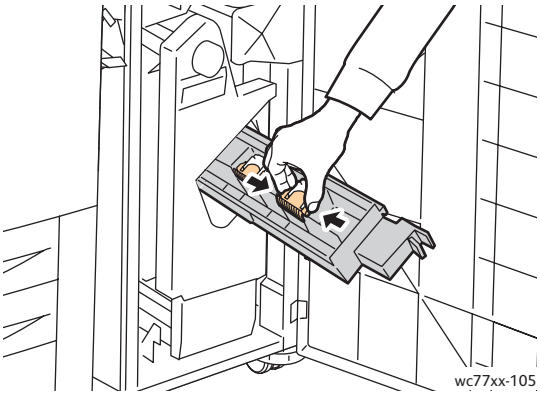


2. While squeezing orange levers **R2** and **R3** together (1), pull the staple cartridge unit out of the finisher until it stops (2).

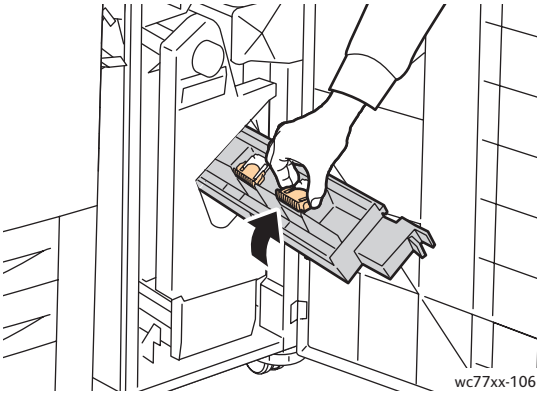
   Note: The staple cartridge unit does not detach from the finisher.



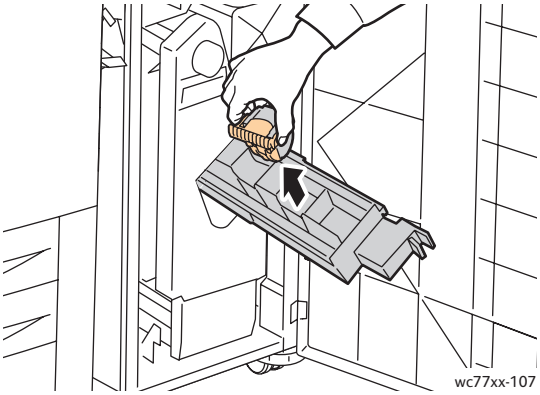
3. Grip the orange tabs on both sides of the staple cartridge.



4. While gripping the orange tabs of the staple cartridge, rotate it in the direction shown.

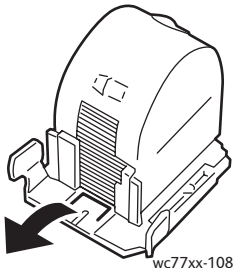


5. Lift the staple cartridge out of the staple cartridge unit.

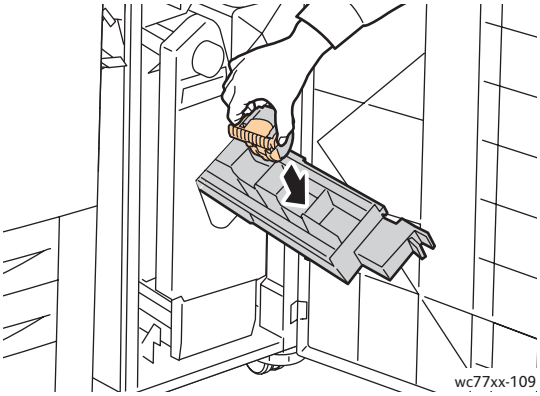


6. Remove the jammed staples by pulling them in the direction shown.

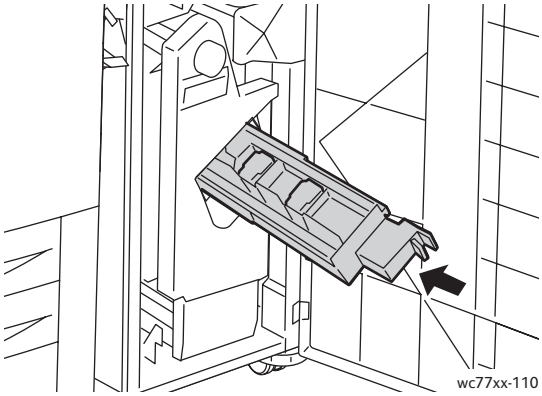
   Warning: The points of the jammed staples are sharp. Remove the jammed staples carefully.



7. Push the staple cartridge into the staple cartridge unit.



8. Return the staple cartridge unit to its original position.



9. If no jammed staples were found, repeat steps 3 to 8 for the other staple cartridge.
10. Close the finisher door.

Solving Problems with Paper Jams

The printer is designed to function with minimal paper jams using Xerox supported media types only. Other media types may cause more frequent paper jams. If supported media is jamming frequently in one area, that area may need to be cleaned or repaired.

This section contains help for the following problems:

- The Printer Pulls Multiple Sheets Together on page 223
- Paper Jam Message Stays On on page 223
- Duplex (2-Sided Printing) Unit Jams on page 224
- Document Feeder Jams on page 224
- Media Misfeeds on page 224

The Printer Pulls Multiple Sheets Together

Probable Causes	Solutions
The paper tray is too full.	Remove some of the paper. Do not load paper past fill line.
The front edges of the paper are not even.	Remove the media, align the front edges, and then reload it.
The media is moist from humidity.	Remove the media from the tray, and replace it with new dry media.
Too much static electricity is present.	Try a new ream of paper. Do not fan transparencies.
Unsupported media.	Use only Xerox-approved media. See Supported Media on page 41.
Humidity is too high for coated paper.	Feed paper one sheet at a time.

Paper Jam Message Stays On

Probable Causes	Solutions
Some paper remains jammed in the printer.	Recheck the media path and make sure that you have removed all of the jammed paper. For details, see Solving Problems with Paper Jams on page 223.

Duplex (2-Sided Printing) Unit Jams

Probable Causes	Solutions
Unsupported media (wrong size, thickness, type, etc.) is being used.	Use only Xerox-approved media. For details, see Supported Media on page 41. Recheck the media path inside the duplex unit and make sure that you have removed all of the jammed paper. Make sure that you have not mixed media types in the tray. Do not duplex envelopes, labels, transparencies, extra heavyweight, or gloss paper.

Document Feeder Jams

Probable Causes	Solutions
Unsupported media (wrong size, thickness, type, etc.).	Do not use media that is too thick. Use only Xerox-approved media. See Supported Media on page 41.
The documents loaded in the document feeder exceed the maximum capacity allowed.	Place fewer documents in the document feeder.
The document feeder guides are improperly adjusted.	Ensure the media guides fit snugly against the media loaded in the document feeder.

Media Misfeeds

Probable Causes	Solutions
The media is not correctly positioned in the tray.	Remove the misfed media and reposition the media properly in the tray. Ensure that the media guides in the tray are set correctly.
The number of sheets in the tray exceeds the maximum sheets allowed.	Remove the excess media and load media below the fill line.
The media guides are not correctly adjusted to the media size.	Adjust the media guides in the tray to match the size of the media.
Warped or wrinkled media is loaded in the tray.	Remove the media, smooth it out, and reload it. If it still misfeeds, do not use that media.
The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
Unsupported media (wrong size, thickness, type, etc.) is being used.	Use Xerox-approved media. See Supported Media on page 41.

Probable Causes	Solutions
The recommended transparency or label sheet is facing the wrong way in the tray.	Load the transparencies or label sheets according to the manufacturer's instructions.
Envelopes are facing the wrong way in Tray 5 (Bypass Tray).	Load the envelopes in Tray 5 (Bypass Tray) with the flaps open, on the trailing edge.

Print Quality Problems

Your printer is designed to produce consistently high-quality prints. If you observe print quality problems, the following troubleshooting tools are available online:

- WorkCentre 7755/7765/7775 Xerox Image Quality Tools
- WorkCentre 7755/7765/7775 Image Quality Defects and Solutions

To download the tools, go online to Xerox User Documentation at www.xerox.com/office/WC7755_WC7765_WC7775docs.

Caution: The Xerox warranty, service agreement, or Total Satisfaction Guarantee does not cover damage caused by using unsupported paper, transparencies, or other specialty media. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Note: To enhance print quality, toner/print cartridge(s) for many models of equipment have been designed to cease functioning at a predetermined point.

Note: Grayscale images printed with the composite black setting count as color pages, because color consumables are used. This is the default setting on most printers.

Copy and Scan Problems

When the copy or scan quality is poor, select the closest symptom from the following table to correct the problem.

If the copy quality does not improve after carrying out the appropriate action, contact Xerox Customer Support or your reseller.

Symptom	Solutions
Lines or streaks only present in copies made from the document feeder.	There is debris on the document glass. When scanning, the paper from the document feeder passes over the debris creating lines or streaks. Clean all glass surfaces with a lint free cloth.
Spots present in copies taken from the document glass.	There is debris on the document glass. When scanning, the debris creates a spot on the image. Clean all glass surfaces with a lint free cloth.
The reverse side of the original is showing on the copy or scan.	Copy: Enable Automatic Background Suppression. Scan: Enable Automatic Background Suppression.
Image is too light or dark.	Copy: Use the Image Quality settings to lighten, darken or adjust contrast. Scan: Use the Advanced Settings Tab to lighten, darken or adjust contrast.
Colors are off.	Copy: Use the Image Quality settings to adjust color balance. Scan: Confirm the correct Original Type is set. Use the Advanced Settings tab to adjust color saturation.

Fax Problems

If a fax cannot be sent or received correctly, refer to the following table, and then perform the indicated operation. If a fax still cannot be sent or received correctly, even after performing the described operations, contact your service representative.

This section includes:

- Problems Sending Faxes on page 228
- Problems Receiving Faxes on page 229
- Printing the Protocol Report on page 230

Problems Sending Faxes

Symptom	Cause	Solution
The document is not scanned.	The document is too thick, too thin, or too small.	Use the document glass to send the fax.
The document is scanned at an angle.	The document feeder guides are not adjusted to the width of the document.	Adjust the document feeder guides to fit the width of the document.
The fax received by the recipient is blurry.	The document is incorrectly positioned.	Position the document correctly.
	The document glass is dirty.	Clean the document glass.
	The text in the document is written too faint.	Adjust the resolution. Adjust the contrast.
	There may be a problem with the telephone connection.	Check the telephone line, and then try sending the fax again.
	There may be a problem with the caller's fax machine.	Make a copy to check that this printer is operating correctly, and then, if the copy was printed correctly, have the recipient check the condition of their fax machine.
The fax received by the recipient is blank.	The document was sent with the front side facing down (when the document feeder is used).	Load the document to be faxed facing up.

Symptom	Cause	Solution
Fax was not transmitted.	The fax number may be wrong.	Check the fax number.
	The one-touch dial key or speed dial may be incorrectly programmed.	Check that the keys were correctly programmed.
	The telephone line may be incorrectly connected.	Check the telephone line connection. If it is disconnected, connect it.
	There may be a problem with the recipient's fax machine.	Contact the recipient.

Problems Receiving Faxes

Symptom	Cause	Solution
The received fax is blank.	There may be a problem with the telephone connection or with the caller's fax machine.	Check that the printer can make clean copies. If it can, have the caller send the fax again.
	The sender may have loaded the pages backward.	Contact the sender.
The Fax Machine answers the call, but will not accept incoming data.	Not enough memory	If the job contains several graphics, the printer might not have enough memory. The printer will not answer if memory is low. Remove stored documents and jobs and wait for the existing job to complete. This will increase available memory.
An image is reduced on a transmission.	The paper supply at the receiving fax may not match the original size sent.	Confirm the original size of the documents. Documents might be reduced based on the available paper supply at the receiving fax machine.
Faxes cannot be received automatically.	The printer is set to receive faxes manually.	Set the printer to automatic reception.
	The memory is full.	Load paper if it is empty, and then print the faxes stored in the memory.
	The telephone line is incorrectly connected.	Check the telephone line connection. If it is disconnected, connect it.
	There may be a problem with the sender's fax machine.	Make a copy to check that this printer is operating correctly, and then, if the copy was printed correctly, have the recipient check the condition of their fax machine.

Printing the Protocol Report

The Protocol Report provides information about the previous fax job as an aid in determining fax protocol problems.

To print the report:

1. Log in as system administrator. Press the **Log In/Out** button, enter the User ID (admin is the default), touch **Next**, enter the Password (1111 is the default) then touch **Enter**.
2. Press the **Machine Status** button.
3. Touch the **Tools** tab, touch **Service Settings**, then touch **Embedded Fax Settings**.
4. Touch **Print Fax Reports**.
5. Touch **Protocol Report**, then touch **Print Now**.

Getting Help

This section includes:

- Control Panel Messages on page 231
- Fax and Scan Alerts on page 231
- Maintenance Assistant on page 231
- Online Support Assistant on page 231
- Helpful Weblinks on page 232

Control Panel Messages

Xerox provides several automatic diagnostic tools to help you produce and maintain print quality.

The control panel provides you with information and troubleshooting help. When an error or warning condition occurs, the control panel touch screen displays a message informing you of the problem. In many cases, the touch screen also displays an animated graphic showing the location of the problem, such as the location of a paper jam. Press the **Help** button on the control panel to view additional information about the message or menu displayed.

Fax and Scan Alerts

Alerts provide messages and instructions for helping the user solve problems that may arise when faxing or scanning. Alerts can be viewed through CentreWare IS. Alerts can also be viewed by clicking **More Status** in the print options (printer driver).

Note: Fax errors do not prevent scanning, copying, or printing activities.

Maintenance Assistant

Your printer includes a built-in diagnostic capability allowing you to send diagnostic information directly to Xerox. To use this capability, do the following:

1. Press the **Machine Status** button.
2. Touch the **Machine Information** Tab, then touch **Maintenance Assistant**.
3. Touch **Send Diagnostic Information to Xerox**.

The diagnostic information will be sent to Xerox. This information can be used by the Xerox Call Center to help you solve the problem.

Online Support Assistant

The Online Support Assistant is a knowledge base that provides instructions and troubleshooting help to solve your printer problems. You can find solutions for print quality, copy quality, media jams, software installation, and much more.

To access the Online Support Assistant, go to www.xerox.com/office/WC7755_WC7765_WC7775support.

Helpful Weblinks

Xerox provides several websites that offer additional help on your printer.

Resource	Link
Technical support information for your printer, includes online Technical Support, Recommended Media List, Online Support Assistant, driver downloads, documentation, and more	www.xerox.com/office/WC7755_WC7765_WC7775support
Supplies for your printer	www.xerox.com/office/WC7755_WC7765_WC7775supplies
A resource for tools and information, such as printing templates, helpful tips, and customized features to meet your individual needs	www.xerox.com/office/businessresourcecenter
Local sales and support center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Material Safety Data Sheets identify materials, and provide information on safely handling and storing hazardous materials	www.xerox.com/msds (U.S. and Canada) www.xerox.com/environment_europe (European Union)
Information about recycling supplies	www.xerox.com/environment (U.S. and Canada) www.xerox.com/environment_europe (European Union)

10 Printer Specifications

This chapter includes:

- Physical Specifications on page 234
- Environmental Specifications on page 235
- Electrical Specifications on page 236
- Performance Specifications on page 237
- Controller Specifications on page 238

For media specifications and capacities, see Supported Media on page 41.

Physical Specifications

Configuration with Offset Catch Tray

- Width: 1,574 mm (62.0 in.)
- Depth: 782 mm (30.8 in.)
- Height: 1,369 mm (53.9 in.)
- Weight: 274.5 kg (604 lb.)

Configuration with Advanced Office Finisher

- Width: 2,096 mm (82.5 in.)
- Depth: 782 mm (30.8 in.)
- Height: 1,369 mm (53.9 in.)
- Weight: 351.8 kg (775.5 lb.)

Configuration with Professional Finisher (with Booklet Maker)

- Width: 2,096 mm (82.5 in.)
- Depth: 782 mm (30.8 in.)
- Height: 1,369 mm (53.9 in.)
- Weight: 379.4 kg (834.7 lb.)

Configuration with Light Production Finisher (without Folding Option)

- Width: 2,286 mm (90 in.)
- Depth: 782 mm (30.8 in.)
- Height: 1,369 mm (53.9 in.)
- Weight: 407.7 kg (897 lb.)

Configuration with Light Production Finisher (with Folding Option)

- Width: 2,489 mm (98 in.)
- Depth: 782 mm (30.8 in.)
- Height: 1,369 mm (53.9 in.)
- Weight: 465.4 kg (1,024 lb.)

Environmental Specifications

Temperature

Operating: 10° to 28° C / 50° to 90° F

Relative Humidity

Operating: 10 % to 85 %

Electrical Specifications

- 110-127 VAC, 50-60 Hz; Power Consumption: 1.131 KVA maximum printing continuously
- 220-240 VAC, 50-60 Hz; Power Consumption: 1.096 KVA maximum printing continuously
- ENERGY STAR qualified product

Performance Specifications

Resolution

Maximum Resolution: 2400x2400 dpi

Print Speed

WorkCentre 7755

Color: 40 ppm

Black and White: 55 ppm

WorkCentre 7765

Color: 50 ppm

Black and White: 65 ppm

WorkCentre 7775

Color: 50 ppm

Black and White: 75 ppm

Controller Specifications

Processor

1.8 GHz

Memory

1 GB minimum

Interface

Ethernet 10/100/1000Base-TX

Regulatory Information

A

This chapter includes:

- Basic Regulations on page 240
- Copy Regulations on page 242
- Fax Regulations on page 245
- Material Safety Data Sheets on page 248

Basic Regulations

Xerox has tested this product to electromagnetic emission and immunity standards. These standards are designed to mitigate interference caused or received by this product in a typical office environment.

United States (FCC Regulations)

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy. If it is not installed and used in accordance with these instructions, it may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiver.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/television technician for help.

Any changes or modifications not expressly approved by Xerox could void the user's authority to operate the equipment. To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

Canada (Regulations)

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

European Union

Warning: This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

CE

The CE mark applied to this product symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

- December 12, 2006: Low Voltage Directive 2006/95/EC
- December 15, 2004: Electromagnetic Compatibility Directive 2004/108/EC
- March 9, 1999: Radio & Telecommunications Terminal Equipment Directive 1999/5/EC

This product, if used properly in accordance with the user's instructions, is neither dangerous for the consumer nor for the environment.

To ensure compliance with European Union regulations, use shielded interface cables.

A signed copy of the Declaration of Conformity for this product can be obtained from Xerox.

Ozone Release

During print operation, a small quantity of ozone is released. This amount is not large enough to harm anyone adversely. However, be sure the room where the product is being used has adequate ventilation, especially if you are printing a high volume of materials, or if the product is being used continuously over a long period.

Copy Regulations

United States

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:
   - Certificates of Indebtedness
   - National Bank Currency
   - Coupons from Bonds
   - Federal Reserve Bank Notes
   - Silver Certificates
   - Gold Certificates
   - United States Bonds
   - Treasury Notes
   - Federal Reserve Notes
   - Fractional Notes
   - Certificates of Deposit
   - Paper Money
   - Bonds and Obligations of certain agencies of the government, such as FHA, etc.
   - Bonds (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)
   - Internal Revenue Stamps. If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.
   - Postage Stamps, canceled or uncanceled. For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75 % or more than 150 % of the linear dimensions of the original.
   - Postal Money Orders
   - Bills, Checks, or Draft of money drawn by or upon authorized officers of the United States.
   - Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.
   - Adjusted Compensation Certificates for Veterans of the World Wars.
2. Obligations or Securities of any Foreign Government, Bank, or Corporation.
3. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the “fair use” or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
4. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.
5. Passports. Foreign Passports may be photographed.
6. Immigration papers.

7. Draft Registration Cards.
8. Selective Service Induction papers that bear any of the following Registrant's information:
   - Earnings or Income
   - Court Record
   - Physical or mental condition
   - Dependency Status
   - Previous military service

   Exception: United States military discharge certificates may be photographed.
9. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasure, etc. (Unless photograph is ordered by the head of such department or bureau.)

   Reproducing the following is also prohibited in certain states:
   - Automobile Licenses
   - Drivers' Licenses
   - Automobile Certificates of Title

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

Canada

Parliament, by stature, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queens Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Other Countries

- Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.
- Currency notes
- Bank notes and cheques
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Fax Regulations

United States

Fax Send Header Requirements

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including a fax machine, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges.

In order to program this information into your machine, refer to customer documentation and follow the steps provided.

Data Coupler Information

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

You may safely connect the machine to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

To order the correct service from the local telephone company, you may also have to quote the codes listed below:

- Facility Interface Code (FIC) = 02LS2
- Service Order Code (SOC) = 9.0Y

Warning: Ask your local telephone company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

If this Xerox equipment causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens, the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the User Guide. If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved.

Repairs to the machine should be made only by a Xerox Service Representative or an authorized Xerox Service provider. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void.

This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your office has specially wired alarm equipment connected to the telephone line, make sure that the installation of this Xerox equipment does not disable your alarm equipment.

If you have questions about what will disable alarm equipment, consult your Telephone Company or a qualified installer.

Canada

Note: The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users must make sure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should make sure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe systems, if present, are connected together. This precaution may be particularly important in rural areas.

> **Caution:** Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalent Numbers of all of the devices does not exceed 5. For the Canadian REN value, please see the label on the equipment.

Europe

Radio Equipment & Telecommunications Terminal Equipment Directive

The Facsimile has been approved in accordance with the Council Decision 1999/5/EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network terminal point.

In the event of a problem you should contact your authorized local dealer in the first instance.

This product has been tested to and is compliant with ES 203 021-1, -2, -3, a specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. This product provides an user-adjustable setting of the country code. Refer to the customer documentation for this procedure. Country codes should be set prior to connecting this product to the network.

> Note: Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling, it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup. Modification of this product, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

South Africa

This modem must be used in conjunction with an approved surge protection device.

Material Safety Data Sheets

For Material Safety Data information regarding your printer, go to:

North America: www.xerox.com/msds

European Union: www.xerox.com/environment_europe

For the Customer Support Center phone numbers, go to www.xerox.com/office/worldcontacts.

Recycling and Disposal

B

This chapter includes recycling and disposal guidelines and information for:

- All Countries on page 250
- North America on page 250
- European Union on page 250
- Other Countries on page 252

Guidelines and Information

All Countries

If you are managing the disposal of your Xerox product, please note that the product contains lamp(s) with mercury, and may contain lead, perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance website: www.eiae.org. Perchlorate Material: This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see www.dtsc.ca.gov/hazardouswaste/perchlorate.

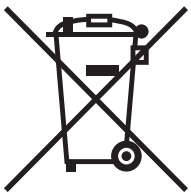
North America

Xerox operates an equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment or for recycling and disposal information, contact your local authorities.

European Union

Some equipment may be used in both a domestic/household and a professional/business application.

Domestic/Household Environment



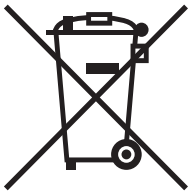
Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste.

Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.

In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask you retailer for information.

Professional/Business Environment

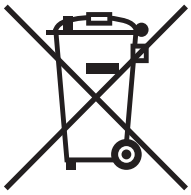


Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Prior to disposal, please contact your local reseller or Xerox representative for end of life takeback information.

Information for Users on Collection and Disposal of Old Equipment and Used Batteries



These symbols on the products and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste.

For proper treatment, recovery and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the Directive 2002/96/EC and 2006/66/EC.

By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling.

For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service or the point of sale where you purchased the items.

Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

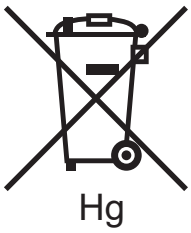
For Business Users in the European Union

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

Information on disposal in other countries outside the European Union

These symbols are only valid in the European Union If you wish to discard these items, please contact your local authorities or dealer and ask for the correct method of disposal.

Note for the Battery Symbol



This wheeled bin symbol may be used in combination with a chemical symbol. This establishes compliance with the requirements set out by the Directive.

Removal

Batteries should only be replaced by a MANUFACTURER approved service facility.

Other Countries

Please contact your local waste authorities and request disposal guidance.

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